

Nettlesworth Primary School First Aid Policy

, updated January 2018

FIRST AID POLICY

Statement of Intent

The First Aid policy at Nettlesworth School has been written to ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

This document applies to the entire school population – both pupils and adults (including those visiting school on official business)

It is emphasised that the First Aid team consists of qualified Paediatric First Aiders and not trained doctors or nurses. There is also a qualified First Aider at Work for adult care. In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the policy is therefore:

- ✚ That The School will have at least one qualified person on site when the pupils are present

- ✚ There will be a qualified first aider present when pupils are out of school on visits

- ✚ To provide effective first aid cover for pupils, staff and visitors

- ✚ To ensure that all staff and pupils are aware of the system in place

- ✚ To provide awareness of Health and Safety issues within school, and on school trips to prevent, where possible, potential dangers or accidents

The term first aider refers to those members of the school community who are in possession of a valid First Aid at Work certificate or Paediatric First Aid equivalent. . At least one person who has a current paediatric first aid certificate must be on the EYFS premises at all times.

Principles and Practice of First Aid

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital.

First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of first aid. For this reason the treatment of minor illnesses does not form part of the training of a first aider and therefore first aiders should not administer tablets and/or medicines. The only exception to this being residential school trips, where permission has been given by parents following the school administration of medicines policy guidelines. The administration of medicines within school is covered by separate policy documentation.

First aid arrangements

Trained and qualified First Aiders

Trained and qualified First Aiders are those members of staff who have attended a course of training of first aid (ie First Aid at Work or Refresher course, Early Years First Aid, Paediatric First Aid, Emergency First Aid at Work) and have a current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981. The First Aid certificate is valid for three years and has to be updated by means of a refresher course. It is the responsibility of the First Aider to ensure that their qualification is renewed by the date required on their certificate.

Appendix 1 is a list of qualified First Aiders who have a current approved first aid certificate. For reference a copy of these certificates is kept in the First Aid policy

The duties of the trained and qualified first aiders are:

- ✚ To ensure that first aid cover is available throughout the working hours of the school week, in each area of the school premises
- ✚ To always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes to assess the situation, give immediate and appropriate treatment, wear gloves where any loss of blood or body fluid is evident and call for help from other First Aiders or the emergency services. (Please see Section 3.2 below for more information on the handling of bodily fluids.

- ✚ To help fellow First Aiders at an accident and provide support during the aftermath
- ✚ To act as a person who can be relied upon to help when the need arises
- ✚ To ensure that their portable first aid kits are adequately stocked and always to hand
- ✚ To arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition.
- ✚ To ensure that a child who is sent to hospital by ambulance is:

Accompanied in the ambulance at the request of the paramedics

Followed to hospital by either a member of staff to act in loco parentis if a relative cannot be contacted

- ✚ The First Aider need not be the member of staff to accompany the casualty to hospital, however an appropriate person should be sent. Once the casualty is in the care of the doctor, a nurse or other appropriate person the responsibility of the First Aider or accompanying member of staff is ended. However, they should not leave the hospital until they have ascertained that they can be of no further help
- ✚ To insist that any casualty who has sustained a significant head injury is seen by a professional at the hospital, either by sending them directly to hospital or by asking parents/carers to pick up a child to take them to hospital
- ✚ To ensure that the casualty's parents/carers are made aware of all head injuries promptly
- ✚ To liaise with the teacher in charge of cover to ensure that lessons are covered in the event of an absent teacher
- ✚ To wear gloves whilst ensuring that any contaminated or used items are cleared away and that every dressing etc is put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin.

- ✚ To record details of each student attended to, the nature of the injury and any treatment given.

- ✚ In the case of a more serious accident both parts of the accident book provided in the office first aid cupboard must be completed

In order to maintain protection from disease, all bodily fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed:

- When dealing with any body fluids wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of body fluids must be cleaned up **immediately**.

Body fluids include:

blood, faeces, nasal and eye discharges, saliva, vomit

Appointed Persons

If the trained and qualified First Aiders are absent or not available appointed persons should be contacted to give assistance. This person should be responsible for:

- ✚ Taking charge of the situation relating to an injured or ill person ie telephoning for a doctor or an ambulance
- ✚ Taking charge of the first aid equipment and facilities during the period of absence of the first aiders
- ✚ Where possible have attended an Emergency First Aid Course

First Aid boxes, travelling first aid kits and other supplementary equipment

First aid boxes

The location of first aid boxes, travelling first aid kits and other supplementary equipment is listed below.

First Aid kits are situated in The school kitchen, School hall, school office and these include Grab and Go kits, school visit kits and any supplementary first aid equipment. They are clearly identified by a green First Aid sticker and should routinely include:

1. large sterile dressings
2. Eye pad
3. medium sterile dressing
4. triangular bandage
5. alcohol free wipes
6. waterproof plasters (including sterile plasters)
7. medium gloves
8. safety pins x1 bag
9. Sterile plasters assorted
10. Micropore tape
11. Sterile finger dressings
12. Resuscitation face mask
13. Foil blanket

14. Hydrogel burn dressing

15. Scissors

Travelling First Aid kits

A First Aid kit for off site visits is available from the office and should be returned there immediately on return from visits and the contents replenished

It is the responsibility of staff to inform the office of first aid items which may need to be replaced during the term.

School Visits

The first aid requirements and procedures for calling for help or skilled assistance in the event of an accident or other emergency are laid down when school visits are being planned.

A travelling first aid kit will be provided for all school visits and is available from the office.

First Aid provision is available at all times while people are on school premises and also off the premises whilst on school visits

Any trip involving a child who carries an Epi-pen must be accompanied by a member of staff trained in its' administration

Out of hours use of school premises

The level of first aid cover, first aid equipment and access to a telephone is in line with that required when the school is in use.

Emergency Contact Numbers

In addition to any head injury and loss of consciousness an ambulance should be considered for the following reasons:

- Any suspected fracture
- Severe allergic reactions and ALWAYS if an Epi-pen has been used
- Asthma attacks where breathing is severely compromised
- Epileptic seizures
- Open wounds requiring suturing
- If in any doubt as to the patient's safety

Taking charge of the situation relating to an injured or ill person i.e. telephoning for an ambulance, a doctor or the nearest hospital

If an ambulance is required:

- Dial 999
- Tell the operator that you want the Ambulance Service
- Give your name and the school's telephone number – 0191 3710444
- Wait for the Ambulance Service to answer
- Give the address where help is needed – Front Street Nettlesworth Chester-le-Street Co Durham DH2 3PF
- Give any other relevant information

The nearest doctor to the school is:

Sacriston Surgery
Sacriston
Co Durham
0191 3710232

The nearest hospital to the school is:

Accident and Emergency,
University Hospital of North Durham,
North Road,
Durham
Telephone number: 0191 3332333

Arrangements for pupils in the case of sickness/ accident in school

In the first instance, staff should refer the pupil to reception, sending them to reception with an accompanying pupil. The pupil will then be assessed. The person at reception will then decide on one of the following options:

- Accompany the pupil back to lessons in the case of a minor injury or affliction that poses no immediate health concern. In this circumstance there would be no need to inform parents.
- Parents are informed, at the end of the day, if their child has been given any first aid treatment, having checked with the pupil's permission form.
- In the case of an accident where it is necessary to seek outside intervention then a parent is informed immediately by telephone. All emergency contact numbers are located in the school office.

Such injuries could include: a head injury, unexpected swelling, continuous vomiting, suspected breaks, fractures or sprains, dental concerns, extreme temperatures, loss of consciousness or fainting.

Minor injuries such as a slight graze would be reported verbally to the parents at the end of the school day.

Arrangements for pupils with particular medical conditions

On entry to the school parents are required to complete a medical information form for their child, which is kept in the school office. At the start of each academic year there will be a list produced of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness (allergy and medical conditions list)

This information will be kept in the Administration of medicines file located in the school Medication required for the emergency treatment of a pupil with any of the above medical conditions is kept in the First aid cupboard in the office. in clearly labelled boxes.

Advice to Teaching staff

Supply or temporary teaching staff should be informed of the relevant first aid procedures in operation and ensure that they know who the current First Aiders are and the location of first aid boxes. They need to be aware of the particular medical conditions of individual pupils in their care.

In the event of an emergency staff should initially have regard for their own personal safety. Unless the casualty is in immediate danger they are advised to never move a casualty until he/she has been assessed by a qualified First Aider.

When organising a school trip teaching staff should ensure that they have a current medical consent form for every pupil, which indicates any specific conditions or medications of which they should be aware

Execution of the First Aid Policy

The execution of this policy will be monitored by the Health and Safety Committee and Governors, who will need to:

- Provide adequate first aid cover as outlined in the Health and Safety (First Aid) Regulations 1981
- Ensure all new staff are made aware of First Aid procedures in school
- Monitor and respond to all matters relating to the health and safety of all persons on school premises in line with the requirements of RIDDOR 1995. A copy of these is in the staff room and EYFS.

Review

This policy will be reviewed annually usually in the Summer term and will be updated in the light of any new legislation or guidance.

Appendix 1 Qualified First Aid training

Name	Date of Qual	Renewal	Award
Laura Grant	Feb 2018	Feb 2021	Paed First Aid
June Corrigan	Feb 2018	Feb 2021	Paed First Aid
Rebecca Aspinall	Feb 2018	Feb 2021	Paed First Aid
Jeanette Gordon	Feb 2018	Feb 2021	Paed First Aid
Donna Lee	Feb 2018	Feb 2021	Paed First Aid
Gillian Ridley	Feb 2018	Feb 2021	Paed First Aid
Glynis Shaw	Feb 2018	Feb 2021	Paed First Aid
Yvonne Gallacher	Feb 2018	Feb 2021	Paed First Aid
Lisa Hill First Aid at work May 2016 Renew Mar 2019	Feb 2018	Feb 2021	Paed First Aid