

FIRST AID PROCEDURES

Updated October 2021

Qualified First Aiders are:

Paediatric First Aid and Emergency First Aid at Work:

Martin Corbin, Mandi Allin, Mark Maynard,

Paediatric First Aid:

Arnet Donkin, Tabitha Comely, Taran Sutcliffe, Emmy Horman, Bridie Giraud, David Whittingham

The Appointed Person for first Aid is Gemma Newbury. The appointed person is responsible to:

- take charge when someone is injured or becomes ill, but not provide first aid care.
- look after the first aid equipment, e.g., restocking first aid boxes;
- ensure that an ambulance or other professional medical help is summoned when appropriate.

The Head Teacher is responsible for:

- putting the into practice the First Aid policy and for developing details procedures;
- ensuring that the policy and information of the school's arrangements for first aid are made available to parents.

The procedures for administering and recording first aid and responding to accidents are as follows:

1. Named first aiders are displayed in the office, along with the telephone number and grid reference of the school for summoning an ambulance or doctor.
2. Children and staff with known first aid information is in the Accident Book and held on ScholarPack.

Recording incidents:

3. **All incidents should be reported in the first aid record file located in the school office.** Details of this will then be transferred to ScholarPack by the school secretary.
4. Where there is a need for further medical attention e.g. GP or hospital, a full accident record must be completed by the office, the School Secretary is responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences (RIDDOR).

Treatment of injuries

1. Anything other than a really minor incident (small scratch or bump requiring T.L.C.) must be referred to an appointed first aider, for children 8 years and under, this must be someone with a Paediatric First Aid qualification.
2. To protect a first aider from infection (particularly blood borne viruses) these precautions should be carried out –
 - a. Disposable gloves should always be worn when dealing with blood or any other body fluids.
 - b. Dressings with blood should be put in a 'clinical waste' bag (first aid bags available in the first aid room).
 - c. Care should be taken to avoid contamination from bodily fluids.
 - d. Face shields or other devices should be used when mouth-to-mouth resuscitation is given (if trained to do so).
 - e. Wash hands after each procedure.

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3. **Serious injury or accident requiring urgent hospital treatment:** If a child needs to go to hospital urgently call 999 or 112. (The school location and grid reference are on the wall next to the phone in the office).
 - The school secretary will contact and inform the parents.
 - Do not take the child to hospital in your car alone.
4. **Injury or accident requiring non-urgent hospital treatment:** If a child needs to go to hospital but it is not urgent enough to call an ambulance, the parents should be contacted so that they can collect and transport their child themselves. If parents cannot be contacted and the child needs to be taken to hospital sooner rather than later, two members of staff should accompany the child to hospital.
5. The relevant teacher should be advised of the accident / injury unless the incident is very minor and parents informed at the end of the day – this may be verbal or a written notice.
6. **Head injuries.** A head injury form must be completed and a copy given to the parents on collection of the child and a copy given to the office for retention.

First Aid supplies, medication and equipment

7. First aid supplies are located in the school office, the first aid room and Hedgehogs room.
8. There is an 'official' first aid box and first aid supplies in individual, labelled boxes for day-to-day use, which include non-standard items/extras.
9. Additional treatments (e.g. homeopathic remedy, arnica cream). The medical consents form lists additional items which may be used unless parents have commented to the contrary. Children not allowed homeopathic remedies are listed in the front of the first aid incidents file.
10. Administration of medicines. A 'Consent to administer medication' form must be completed by the parent. Forms are available from the school secretary.
11. Medication must be kept out of pupil's reach in the office cupboard.
12. Inhalers – capable children may have their own and a spare inhaler stored in the office cupboard. Younger children who need inhalers will use them with staff and they will be kept on the shelf in the office cupboard.
13. We do not use any creams on open wounds.
14. Arnica cream may be used where the skin is not broken unless the consent form has commented to the contrary.
15. An ice pack is (located in the kitchen freezer). This must always be wrapped in a cloth before being used to treat someone. An ice pack may be used to soothe insect stings.
16. **The office must be informed when supplies from the first aid boxes are used, so that they can be replaced.**
17. **First Aid arrangements for off-site activities and trips:** First aid arrangements for off-site activities and trips are the responsibility of the organizing staff member and should be considered when completing the risk assessment. At least one member of staff should hold an up to date First Aid certificate.

Reviewed: October 2021

Review date: October 2022

Head Injury

Child's Name:

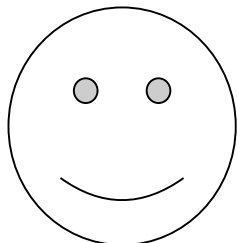
Date:

Today, your child received first aid treatment from

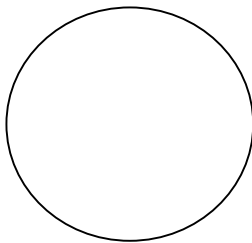
for (nature of incident / injury)

Head injury - site of impact

Front



Back



If your child shows any signs of concussion you should seek urgent medical advice.

Symptoms of concussion may include; vomiting, casualty may be dazed and confused, loss of memory, vomiting, bleeding from ear, nose or scalp, discolouration around the eyelids or on the white of the eye, pupils may be abnormal or different sizes, unusually slow pulse rate.

Please sign to acknowledge receipt of the above information and acceptance of the child in to your care.

Signature of parent / adult collecting:

Head Injury

Child's Name:

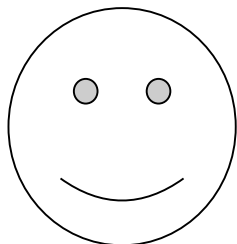
Date:

Today, your child received first aid treatment from

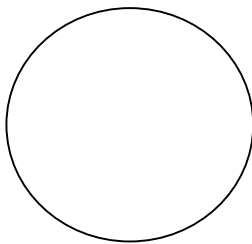
for (nature of incident / injury)

Head injury - site of impact

Front



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