

## SLEDMERE FIRST AID POLICY

First aid can save lives and prevent minor injuries from becoming major ones. This policy addresses responsibilities, procedures and provides all relevant First Aid Information.

### Responsibilities in Brief

Governors are responsible for:

- the health and safety of children, employees and of all those on the school premises
- providing adequate and appropriate training and guidance for staff who volunteer to be First Aiders/Appointed Persons
- ensuring the minimum provision for First Aid to include: An appointed person to take charge of first-aid arrangements
- an appropriate ratio of qualified staff
- appropriate medical supplies and their storage
- information for employees on first-aid

The Head of School is responsible for:

- putting this policy into practice and for developing detailed procedures
- ensuring that parents are aware of the school's health and safety policy, including arrangements for first aid
- reviewing the school's first-aid needs (at least annually) and making necessary changes
- making use of previous incidents, logbooks and staff consultation to inform the monitoring and review process
- ensuring all First Aiders complete a training course approved by the Health and Safety Executive (HSE) and that training is updated as required
- ensuring that First Aider/s are available on-site at all the times

### All staff are responsible for:

- using PPE **at all times** when administering first aid to any child or adult.
- securing the welfare of pupils at school in the same way that parents might be expected to act towards their children
- ensuring emergency situations are dealt with efficiently and in the best interests of the child

### First Aiders are responsible for:

- taking charge when someone is injured or becomes ill
- giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- when necessary, ensure that an ambulance or other professional medical help is called and remaining with the child until the Parent/Carer arrives and going with the child to hospital if needed
- ordering, storage and maintenance of first-aid equipment

## Record keeping

- All First Aid incidents must be recorded by the relevant member of staff in the First Aid Logbook. Completed sheets are stored in the office.
- This must include:
  - personal details and the date and time of the incident
  - where the incident occurred and a brief description of the nature of the event
  - treatment given and any follow up procedures that took place
  - a record of any contact made with parents

## Equipment

- The school has 5 first-aid containers and fridges in key areas around the school for general equipment.
- For outside activities and trips there are 12 pouches available for easy use and access.
- They are located in:
  - The first aid area
  - In designated areas around the school
- Responsibility for the ordering, storage and maintenance of equipment is undertaken by **Tina Revell (EYFS), Jo Nicklin (KS1) and Alison Shepherd (KS2)**.

## Procedure

- If an incident occurs staff/pupils should immediately inform a first aider who will assess the situation and administer treatment as appropriate. The levels of injury to be treated on site are those the First Aider has been trained for.
- The incident will be recorded (see above) and an accident form completed and sent home with the child in order to inform Parents/Carers of the incident.
- In the case of a head injury Parents/Carers should be informed straight away and given the option or advised to come to school straight away in case further attention is needed.
- In the case of a nose bleed the nose should first be pinched for 10 – 15 minutes. If bleeding has not stopped after 15 minutes an ambulance should be called. However if the nose bleed is severe and the flow of blood is actually getting faster from the outset an ambulance should be called straight away.
- If any injury is more severe a member of the SMT will be involved and the emergency services may be called or the child taken to hospital.
- If not already involved the Head of School should be informed who will contact the Parents/Carers.
- A member of the SMT and a First Aider will stay with the child until the emergency services arrive. Key information about the child, the incident and treatment given can be passed on.
- If Parents/Carers cannot get to school a member of staff will accompany/take the child to hospital if necessary.
- All recording of the incident should be completed as soon as possible.

## Summoning assistance and communications with parents:

- Good communication ensures that accident reporting, risk identification, reduction and elimination is effective. Good communication is also essential to promoting healthy and safe working/learning environments and avoiding misunderstandings.
- Many accidents sustained by pupils/students are minor and include bruises, scratches, sprains and bumps.
- A letter is sent home informing Parents/Carers of their child's injury and any treatment given.
- As a general rule older children are entrusted with this letter and asked to pass it on to Parents/carers at home, TAs or teachers will pass on the letter to Parents/Carers of younger children.
- Staff should, however, pay due regard to the age, capabilities and language of pupils/students/parents when considering how to communicate accident/injury information to parents and ensure that adequate notification is made by telephone or letter as appropriate.
- Serious accidents require immediate medical attention and an ambulance must be called, particularly if the accident includes shock or loss of consciousness, however brief.
- In these instances Parents/Carers should always be notified as soon as possible by telephone.

#### **WHEN EMERGENCY MEDICAL ATTENTION IS REQUIRED**

- All suspected fractures or joint dislocations
- Any wound requiring stitches
- Loss of sight (temporary or permanent)
- Loss of consciousness
- Ingestion or inhalation of any poisonous substance
- Anaphylactic shock
- Epileptic seizure – if it is the first time in school, lasts for more than 5 minutes or is more severe than the child's Care Plan states.
- Asthma attack which does not respond to treatment
- Diabetic coma

#### **Guidance on Spillage of blood or body fluids**

- Standard infection control procedures are carried out to protect adults and children in school.
- Staff are expected to teach and model good practice at all times, e.g. effective hand hygiene, use of tissues and how to manage colds and coughs and flu etc.
- All blood or bodily fluids potentially contain viruses and bacteria so should be handled carefully to prevent the spread of infection.
- It is the responsibility of staff to ensure spillages are dealt with promptly choosing the most appropriate equipment in school.
- White Disposable gloves, masks and aprons should be worn and spillage soaked up with disposable paper towels. In certain circumstances chlorine based granules may be used.

- Surfaces should be thoroughly cleaned either with household detergent or the steam mop
- All waste should be disposed of in clinical waste bags and placed in the clinical waste containers.
- Equipment should be thoroughly cleaned in line with manufacturer's instructions. Cross contamination must be avoided at all costs.
- Thorough hand washing after the removal of aprons and gloves is also vital.

### Guidance on sharps devices

- Sharps devices, including blood glucose test pens and insulin pens, are routinely used as part of healthcare practice in school. As a school, we are aware of the risks posed by relevant contaminated sharps.
- Sharp boxes are kept in school only when there are children in school with Diabetes.
- All staff are informed of the correct and safe procedures for the management of sharps in order to avoid accidents.

### Sharps safety

- Do not re-sheath used needles or sharps
- Never pass sharps from person to person by hand
- Never walk around with sharps in your hand
- Never leave sharps lying around – dispose of them
- Dispose of sharps at the point of use – take a sharps bin with you

### **Management of sharps injury:**

**If a sharps injury occurs, the following action must be taken IMMEDIATELY:**

- Bleed it – encourage bleeding – but do not massage the site
- Wash it – wash the injury, under hot running water
- Report it – inform your Health and Safety Manager and Occupational Health
- In the event of a sharps injury contact Occupational Health – 01384 366416

### Reporting Accidents

#### Non-notifiable accidents

- All non- notifiable accidents to employees must be recorded according to Dudley Metropolitan Borough Council procedure and is now stored online – see a member of the Office Staff.
- Entries should be made in the presence of the injured person or their representative, where possible.
- If any pupil sustains a severe injury following an accident a Pupil Accident Form must be filled in and forwarded to the Dudley Education Personnel Services immediately after the event and a copy placed in their personal file.

#### Notifiable accidents

All notifiable accidents must be recorded in the same way but the report must also be phoned through to the Education Department within 24 hours of the accident happening. They will then inform the Health and Safety Executive.

#### Notifiable accidents

- The death of any person on the school site.
- Any person suffering any of the following:
  - Fracture of the skull, spine or pelvis
  - Fracture of any bone in the arm, wrist or ankle
  - Amputation of a hand, foot, finger, thumb or toe
  - Loss of sight or a chemical burn to an eye
  - Injuries including burns requiring immediate medical treatment or electric shock
  - Any injury resulting in the person being hospitalised for more than 24 hours

#### **Non-Employees**

All accidents to pupils, parents and other members of the public must be recorded in the Accident Book.