



FIRST AID POLICY

Policy Reviewed By: Laura Phillips & School Nurse

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Next review due: March 2023

This policy applies to all member of Duncombe Primary School including EYFS and After School Club.

Aims

What is first aid?

First aid training

First aid kits

Record of accident/incidents

Ofsted requirement to notify parents and the Data Protection Act

Administration of emergency medicines

Medical emergencies

Sickness

Treatment of injuries Treatment of head injuries in children

Treatment of suspected breaks/fractures

Copy of risk assessment for child in cast

Disposing of blood

Ice Packs

Head injury in children attached

Attached to this policy is NHS advice on head injuries.

Aims:

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees or visitors.

This policy shall be shared with all employees during their induction to ensure they are familiar with the school's first aid procedures.

The Governors are committed to the Local Authority's procedure for reporting accidents and recognize their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

What is first aid?

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

First aid

At least one member of staff with current first aid training is on the premises at any one time. Some staff are qualified in paediatrics and adults.

Our First Aid Kits:

Support staffs are responsible for maintaining their individual first aid bags which are located within each classroom.

We have 2 main aid kits located in the

1. School Office
2. Staff Room

Record of accident/incidents

All accidents that occur during break and lunch are recorded in our central folder kept in the school office. Accidents outside of these times are recording in their class folders. Parents will only be contacted if their child bangs their head or a serious/emergency occurs.

Treatment of head injuries to children

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress (wet tissue or cloth) for the child's own comfort. Parents/Carers must be contacted if the child has a visible or grazed bump to the head. All head bumps must be recorded into the accident book and a phone call home informing parents of possible symptoms to look out for. It is the responsibility of the first aider dealing with the head bump to contact the parent and also inform the class teacher.

Emergency First Aiders should be sought if the child:

- ❖ becomes unconscious;
- ❖ is vomiting or shows signs of drowsiness;
- ❖ has a persistent headache;
- ❖ complains of blurred or double vision;
- ❖ is bleeding from the nose or ear; and/or
- ❖ has pale yellow fluid from the nose or ear.

If any of the above symptoms occurs in a child who has had a bang to the head, urgent medical attention is needed. Parents should be contacted and the emergency services too.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the emergency first aider must be called immediately to assess the situation.

Treatment of suspected breaks/fractures

The seven things to look for are:

1. Swelling
2. Difficulty moving
3. Movement in an unnatural direction
4. A limb that looks shorter, twisted or bent
5. A grating noise or feeling
6. Loss of strength
7. Shock

If it is an open fracture, cover the wound with a sterile dressing and secure it with a bandage. Apply pressure around the wound to control any bleeding.

Support the injured body part to stop it from moving. This should ease any pain and prevent any further damage.

8. Once you have done this, call 999 or 112 for medical help. While waiting for help to arrive, don't move the injured person unless they're in immediate danger.

Keep checking the casualty for signs of shock.

First Aid training states that clothing should only be removed if absolutely necessary. Where clothing needs to be removed, which could cause a safeguarding issue then two members of staff should be present. Only one needs to be first aid trained. However, if waiting for a second member of staff puts a child's life in danger then the first aider should not withhold treatment.

Disposing of blood

Blooded items will be disposed of in either a nappy or a sanitary bin.

Ice Packs

Ideally an ice pack should be applied within 5 - 10 minutes of the injury occurring. The pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 20 - 30 minutes and repeated every 2 to 3 hours for the next 24 - 48 hours. Emergency first aiders must check the colour of the skin after 5 minutes of applying the pack. If the skin is bright red or pink, remove the pack.

Precautions when using ice and heat

DO NOT USE ICE OR HEAT

- ❖ If the casualty is diabetic
- ❖ Over areas of skin that are in poor condition
- ❖ In the presence of visible or known infection(s)

A central record of all training related to first aid is held by the School Business Manager and Medical Well-being Officer and reviewed annually to ensure that certificates are renewed within timescales.