



HIPPINGS METHODIST PRIMARY SCHOOL

First Aid Policy



'As a family we do our best with God in our hearts'
I can do all things through Christ who strengthens me: Philippians 4 verse 13

Our loving school endeavours to provide the best possible all-round education in a Christian setting. We will be a family that does our best with God in our hearts understanding that we are all His children. We aim for all within our school to develop spiritually, morally, academically and culturally.

Rationale

Children in our care require good quality first aid provision. The care should extend to emergency first aid provision, the administration of medicines and asthma management. Plus other diagnosed conditions.

Guidelines

The policy is regularly reviewed and updated. This policy has safety as its priority. Safety for the pupils and adults receiving first aid and safety for the first aider.

The administration and organisation of first aid provision is taken very seriously. The school has procedures in place for regular health and safety checks by allocated staff members, governors and Lancashire County Council. The staff at the school attend First aid training every three years. Four members of staff are also paediatric first aid trained and this is renewed every two years.

First Aid Policy

At school, the main duties of a first aider are to:

Give immediate assistance to casualties with common injuries or illnesses and those arising from specific hazards in school.

If necessary, ensure that an ambulance or other professional help has been called.

Training

All teaching staff and level 2/3 Teaching Assistants are trained in Emergency First Aid in the workplace. The Year 1 Class teacher, Reception class TA and after school club TA are trained in Paediatric First Aid.

A member of trained staff is on First Aid duty every playtime. See Playground Staff Rota

First Aid Kits

A first aid kit is located in the First Aid room in the entrance area, Reception classroom and Technology room. Items are checked on a regular basis.

An emergency Asthma kit is located in the First Aid room in the Entrance area. Individual asthma inhalers are kept in classrooms. A sign indicates the position and these are easily accessible.

A defibrillator is also located in the First Aid room in the entrance area.

Small first aid kits are in the first aid room cupboard for taking out on school visits. Individual asthma inhalers must be taken on any out of school visits including the school playing field.

Cuts

All adults can deal with small cuts. All open cuts should be covered after they have been cleaned. Children must always be asked if they can use plasters before one is applied. Children with known plaster allergies are pictured in the first aid room.

Any cuts/grazes must be recorded in the accident book located in the cupboard in the First Aid room.

ANYONE TREATING OPEN CUTS MUST USE PROTECTIVE GLOVES.

Bumped Heads

Any bump to the head, no matter how minor, must be treated as important. All bumped heads should be treated with an ice pack and parents must be given a Bumped Head Letter. Parents Must be contacted by phone if the bumped head is considered serious. The class teacher should be informed of any child who has received a head injury. All bumped heads must be recorded in the First Aid book located in the First Aid cupboard in the entrance area

Hygiene and infection control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single use plastic gloves and aprons and hand washing facilities and should take care when dealing with blood and other bodily fluids. Yellow buckets, cloths and mops must be used for high risk clean ups. Any blood or bodily fluid products, dressings etc must be disposed of in the yellow bin (Biohazard bin) located in the first aid room in the entrance area. Any yellow cleaning products should be cleaned and then left in the sink in the caretaker's room to be disinfected after use.

Children with Specific Health Care needs

Staff are aware of children with specific health care needs and photographs of these pupils are in the cupboard in the staff room under the staff pigeon holes. Care plans are also in the file in this cupboard and must be consulted in case of emergency.

Accident Reporting and Recording– Medical Tracker

All first aid incidents and treatments provided to pupils should be recorded on Medical Tracker as soon as reasonably practicable following the incident. The record should include sufficient information to provide a clear and accurate account of what happened, the nature of the injury or illness, the first aid provided, and any further action taken. Where appropriate, parents/carers will be notified in accordance with the school's procedures. Staff should ensure that records are completed accurately and promptly and that information is treated confidentially. Medical Tracker provides a central record of first aid incidents and supports the school in monitoring patterns, identifying recurring injuries or concerns, and reviewing first aid provision where necessary.

Medical Tracker is completed after every injury or treatment. Class teachers must inform the parent/carer of any injury a child may sustain except very minor injuries.

More serious injuries such as suspected fractures, deep lacerations, potential concussion require parents to be notified immediately and the child collected from school to receive appropriate medical care. These incidents must be recorded separately on an LCC Accident/Incident/Near miss report form by the Headteacher or Deputy Headteacher and a copy placed in the green file (Kept in the locked cupboard in the First Aid room in the entrance area)

Calling Emergency Services

In the case of major accidents, it is the decision of the first aider and a senior member of staff if the emergency services are to be called. If a member of staff is asked to call the emergency services, they must:

- 1. State what happened**
- 2. The name and age of the child**
- 3. Whether the casualty is breathing and or unconscious.**
- 4. Whether the child has any known medical conditions eg/ heart problems, anaphalaxis, asthma, diabetes**
- 5. The location of the school**

In the event of the emergency services being called, a member of staff should wait by the school gate to guide the emergency services to the correct location. A member of staff must stay with the casualty. The next of kin must be contacted immediately and given all information required. All contact numbers are kept in year group, staff files in the cupboard at the back of the main office.

This policy must be read in conjunction with the Medication policy, Intimate care policy, Educational Visits Policy and the DFE guidance 'Supporting Children with medical Conditions' Sept 2014

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