

ALTRINCHAM CE AIDED PRIMARY SCHOOL

FIRST AID POLICY

School Governors

The governing body is responsible for health and safety matters within the school, with managers and staff also having responsibilities.

Head teacher

The head teacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. The head teacher will make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

Teachers

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The head teacher arranges adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons.

There are two trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

First aiders (Mrs Spratt, Mrs Johnson, Mrs Hardy)

First aiders must complete a training course approved by the Health and Safety Executive (HSE). At school, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- when necessary, ask the secretary to call an ambulance or other professional medical help.
- look after the first-aid equipment. Check equipment and restock the first-aid containers

An appointed person (the school secretary) is someone who:

- takes charge when someone is injured or becomes ill;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

The appointed persons are **not** first aiders. They should **not** give first aid treatment for which they have not been trained.

Pupil/ staff needs

Staff or pupils with special health needs or disabilities, the school will seek advice from the school nurse/ parents as to discover what needs to be done and to provide adequate training for all/ some staff- eg. nut allergy, disability access.

First Aid boxes

The first aid boxes are green and marked with a green cross. The first aid boxes are stored in the first aid room and hall. When a portable kit is removed for a school trip/ or at break time it is the responsibility of the visit leader/ or duty person to ensure this is returned.

First Aid training

First aid training certificates are valid only for **three years**. Retraining is then needed. Whole staff training is organised to meet the needs of some pupils, if an emergency arises. The head will liaise with the school nurse in booking training events.

First Aid Room

A purpose built first aid room is located in the Key Stage 1 teaching block. The first aid room contains a washbasin and a WC.

Medicines

Medicines stored in school are kept to a minimum. Where it is necessary they are stored and labelled clearly in the school office or fridge in the staffroom. No member of staff is to administer drugs other than in a trained health emergency. Parents are requested to visit school at lunch to carry out this action.

Records

The school accident book is stored in the main school office area. If a pupil or member of staff requires a hospital visit or emergency services the appropriate report form must be filled in by the responsible adult. These are available from the school office.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with water. Children who are allergic to plasters will be given an alternative dressing. Any first aider can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the accident book.

Anyone treating a cut should wear rubber gloves. All blood waste is disposed of in a yellow clinical waste container located in the hall.

Bumped heads

Any bump to the head, no matter how minor is treated as serious and the child is referred to a first aider. Parents and guardians must be informed BY TELEPHONE if deemed necessary by the first

aider. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book and the child issued with a 'bumped head note' and sticker.

Accident file

The accident book is located in the first aid room and school hall. Old books are stored in the medical room. In the event of a record being entered, whoever is recording it should write what happened, when (date and time) and where it happened and the entry should be signed and dated. For major accidents, any head injury where a child is sent home and any trip or fall involving adults a further accident form must be completed within 24 hours of the accident. These forms are located in the office and need to be signed by the Headteacher or Deputy Headteacher.

Calling the emergency services

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

If a member of staff is asked to call the emergency services, they must:

- 1. State what has happened**
- 2. The child's name**
- 3. The age of the child**
- 4. Whether the casualty is breathing and/or unconscious**
- 5. The location of the school**

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate on Townfield Road and guide the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately.

All contact numbers for children and staff are clearly located in the school office.

Asthma and other medical problems

At the beginning of each academic year, any medical problems are shared with staff and a list of children and their photos are displayed in the staffroom i.e. Epi pen, nut allergy etc. Training of staff is monitored each term by the school nurse.

Inhalers

Children have access to their inhalers kept in the First Aid Room. Key Stage 2 children are expected to take their inhalers with them whenever they do rigorous activity. Key stage 1 children will keep their inhalers with their class teacher for safety. Other asthma sufferers cannot share inhalers.

In the event of a child having an asthma attack, who has no inhaler, the parents must be sought immediately by phone to give permission for the administration of someone else's inhaler.

If parents cannot be located, then the emergency services will be contacted and they would give permission for the sharing of the inhaler.

Head lice

Staff do not touch children and examine them for head lice. If we suspect a child has head lice we will inform parents and ask them to examine their child. When we are informed of a case of head lice in school, we send a standard letter to the class where the case has been identified.

Vomiting and diarrhoea

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 24 hours after the last symptom has elapsed.

Review

The governing body and/or head teacher will regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.

Signature (Head teacher)

Signature (Chair of Governors)

Review date.....