



**Bishop Martin CE Primary School**

# **Policy for First Aid**

**Review: December 2021**

Bishop Martin CE School will ensure that there are adequate and appropriate first aid arrangements in place for all pupils, staff and visitors in accordance with the Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice and Guidance.

### **Purpose**

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary.

### **First Aid Provision**

- All Admin staff together with some Teaching Assistants will hold a First Aid at Work Qualification. Training will be carried out by an organisation whose training and qualifications are approved by the Health and Safety Executive. The certificate is valid for three years after which a refresher course is required before further re-certification. It will be the responsibility of the First Aiders to identify when they need to refresh training and inform the Executive Headteacher / Deputy Headteacher. A list of qualified first aiders is displayed by the at the Reception area and in various locations around school.
- A designated lead First Aider will oversee the implementation of this policy.
- The designated lead person for First Aid is Debbie Pearce who will ensure that there are enough first aid boxes for the number of pupils and adults in the school, for the number of pupils and adults participating in a school trip. There is a legal requirement for the amount of first aid equipment for each person in the school community; this should be regularly checked on the NHS website.
- The designated lead person for First Aid is Debbie Pearce who will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary to support a care plan for a pupil e.g. asthma, epilepsy, the use of an EpiPen.
- The designated lead person for First Aid will monitor the frequency of accidents, their location, and age group to see if patterns emerge. They will bring this to the attention of the Executive Headteacher / Deputy Headteacher and SLT who will plan a course of action to address the matter.

### **First Aid Boxes**

Labelled First Aid Boxes are located in Key Stage 2 area and staff room.

### **A First Aid Bag contains:**

Micropore/ wound dressings/plasters

Scissors

Triangular bandage/eye pads

Large / medium bandages and gloves.

No medicine/tablets are to be kept in the first aid bags.

### **Procedures - In school**

- In the event of injury or medical emergency, pupils /staff will be directed to an appointed First Aider. There will be a named teaching assistant on first aid duty daily. Admin staff are also First Aid at Work trained.

- Any pupil complaining of illness or who has been injured will be taken to the school office by an adult for the named First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided (this designated facility has access to a wash basin and toilet facilities). If appropriate, and with the permission of an SLT member parents will be contacted so that the child can be collected and taken home
- **IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY BY DIALLING 9 then 999.**
- Unless it cannot possibly be avoided, members of staff should administer first aid with another adult present or in a public area. Whilst respecting the dignity of the child, adults should not put themselves in vulnerable situations on their own with a child.
- Members of staff or volunteer helpers should not administer first aid unless they have received proper training.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions: Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing or cleaned with sterile wipes. **CHECK FOR ALLERGY TO PLASTERS BEFORE USE.** Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- All serious accidents should be reported to the Executive Head Teacher / Deputy Headteacher or First Aider who should call an ambulance and the child's parents ASAP. Contact details can be obtained from the school office. A member of staff will accompany the pupil to the hospital if the parent is not able to come to school immediately.
- If staff are concerned about the welfare of a pupil they should contact the School Office/First Aider immediately. If an injury has been sustained, the pupil should not be moved.

### **Procedures – School Trips**

- All staff must always take their mobile phone with them when going on a school trip.
- Teachers to check that pupils who have asthma take their inhalers.
- Teachers must take an adequate number of first aid kit/s for the number of pupils participating.

### **Procedures - Educational Visits**

- The Executive Head Teacher / Deputy Headteacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit.
- Risk Assessment will be carried out as part of an educational trip. Particular attention needs to be paid to the Educational Visits Policy.

### **Procedures - Swimming**

Instruction is provided by qualified swimming instructors. We use Garston Lifestyles and Liverpool Aquatics Centre swimming baths for swimming lessons and we ensure that pupils adhere to the swimming pool rules. A qualified First Aider is available at the pool.

### **Action at an Emergency (To be undertaken by trained First Aider)**

- Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond.

### **IF THERE IS NO RESPONSE:**

- Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least.

- Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).

### **Incident Reporting**

- All incidents, injuries, head injuries, ailments and treatment will be reported in the Accident Book which is kept in the school office. Serious incidents where a child has had to be taken to hospital must also be reported to the LA using the sentinel form.
- Parents will be informed of a head injury by letter. The letter outlines the injury and symptoms to look out for. This letter is to be handed to the class teacher so that they are aware of any injury and therefore can monitor the child.
- First Aiders will contact parents by phone if they have concerns about any injury.
- Staff should complete the sentinel form (which is sent to the LA) if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

### **Administration of Medicines**

Reference should be made to the school policy "Managing Medical Needs."

### **Body Spillages/HIV**

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the First Aid boxes in various locations around school.
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- All body fluid spillage's (Vomit, Diarrhoea and Blood) must be cleaned immediately. This is vital so spread of infections is reduced. Gloves should be worn. Disposable gloves are suitable for dealing with this. They must be kept for this purpose only. Following use, gloves must be carefully discarded in black bin liner.
- Absorbent granules should be dispersed over the spillage and left to absorb for a few minutes then swept up into newspaper. A designated dust pan and brush is available for body spillages and is kept in cleaning cupboard. Wash the affected area with warm water and detergent and dry. Once spillages have been put into newspaper, put into a black bin liner and dispose of in the external bin.
- Hands must be washed and dried after removal of protective gloves.

### **Head Lice**

- A general letter is sent to the parents of all pupils if there is a case of head lice in the School.
- If live lice are noticed in a pupil's hair the parents will be contacted by telephone to inform them of the problem.

**This policy is to be reviewed annually.**