First Aid is care given to an injured person (in order to minimise injury, future disability, to preserve life and to promote recovery) before professional medical care is available. Teachers and Support Staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents/carers might be expected to act towards their own children. As a school our aim is also to promote health and safety awareness in children and adults, in order to prevent first aid being necessary and to encourage every child and adult to take responsibility for their health needs.

Contents:
- First Aid Provision
- First Aid Boxes
- Procedures
- Action at an emergency
- Incident Reporting
- Administration of Medicines
- Body Spillages/HIV
- Head Lice
- Appendices

First Aid Provision
The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Carol Doyle, Suzanne Hughes
Portable First Aid kits are available and used any time our pupils are off site.
The Appointed First Aiders will ensure the maintenance of the contents of the first aid kits and other supplies.
All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, diabetes, the use of an Epipen.
All support staff have received basic First Aid training
All staff will ensure that they have read the school’s First Aid policy

First Aid Boxes
First Aid Boxes are located in;
The Before and After School Club Kitchen
Dining Hall
EYFS unit
Each classroom has a smaller first aid box

Refill supplies located in the secure cupboard in Before and After School Kitchen
First Aid Boxes contain: a leaflet giving general advice on first aid, micropore, scissors, individually wrapped sterile adhesive dressings, sterile eye pads, triangular bandages, safety pins, medium/large sized wrapped sterile wound dressings, cold compresses, cleansing wipes, air shields, plasters and disposable gloves. No medication/tablets are kept in the first aid boxes.

**Procedures**

**In school:**
In the event of an injury or medical emergency, if possible contact the appointed First Aider(s).
Any pupil complaining of illness or who has been injured at playtime/lunchtime is sent to the designated area (Community room) for the qualified First Aider to inspect and, where appropriate, treat. Constant supervision will be provided (this designated area has access to a wash basin). If there are any doubts over the health or welfare of a pupil the parent/carer will be contacted.

All incidents where first aid is administered MUST be recorded in the first aid books. First Aiders must use pen and record all the information. Reception children have a dedicated book with each child having a separate page. Children in Year1 to Year 6 can be recorded in the first aid book.

**IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.....THE ADMIN OFFICE WILL ASSIST WITH THIS.**

No member of staff or volunteer helper should administer first aid unless they have had proper training.
Hands should be washed before and after administering first aid. Disposable gloves should be worn.
All serious accidents should be reported to the Head Teacher or one of the named First aiders who should call an ambulance and the child's parent/carer ASAP (numbers located in the office).
In the event of a serious incident an ambulance is called and a member of staff will accompany a pupil to the hospital. A parent/carer is asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
If a pupil sustains a serious injury, they should not be moved.

**Out of School**
While on a visit, school staff should take their mobile phone and staff also take appropriate medication if the pupil has asthma, they must keep control of their own inhalers.
If the trip is via minibus or coach teachers must take a first aid kit and medical bucket.

**Educational Visits**

The Head Teacher has responsibility for ensuring staff have adhered to the school’s ‘Educational Visits procedures’ (as set out in the Educational Off-site Visits Policy) when organising a visit. All staff should have a copy.

A Risk Assessment will need to be carried out as part of an educational trip using Evolve. You should liaise with Suzanne Hughes in assisting you with the Evolve system.

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

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

**IF THERE IS NO RESPONSE:**

- Open airways 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 for a member of staff to call an ambulance and give 30 chest compressions then 2 rescue breaths.
- Continue CPR until the paramedics arrive or until you get a response. This can be quite strenuous and it is best to have another qualified First Aider there to relieve you.

**Incident Reporting**

All incidents are reported. Any incidents (minor/major) must be written in the accident book. These are located in the After School Club Kitchen Area in the first aid area. This first aid books (once filled up) are filed and kept for a minimum of four years. It is located in the School office.

Parents are informed of head injuries or an injury that leaves a mark by letter and a phone call home. The letter outlines the injury and recommends that the parent gets their child checked out at the GP.

If a serious incident or death occurs an Accident/Work-related illness Report Form must be completed online and sent to the Safety Advisers Unit.

Staff should complete the accident book if they sustain an injury at work. An injured member of staff or any other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

**Administration of medicines**
All medicines administered within school are done so in a safe and monitored environment. This is implemented through our medicine policy. Parents must complete consent form.

**Contamination / Hygiene**

No person must treat a pupil who is bleeding, without wearing protective gloves. Protective gloves are stored in each first aid cabinet and first aid box. Cover open cuts or wounds on your own skin with a waterproof band-aid or similar dressing. Sponges and water buckets must never be used for first aid to avoid the risk of contamination. Use an air shield for mouth-to-mouth breathing. If blood is spilled onto broken skin or your skin is punctured by a sharp object, wash area thoroughly with soap and water. All body fluids (Vomit, diarrhoea and blood) must be cleaned immediately. This is vital if the spread of infections is to be reduced. A designated dust pan and brush is available for body spillages and is keep in the caretaker’s cupboard. Wash the area with warm water and disinfectant and dry. Single use latex gloves should be worn and are available from the first aid cabinets. Once spillages have been put into sealed black bags, they must be put in the external dustbins for domestic waste disposal. Hands must be washed and dried after the removal of protective gloves.

**Head Lice**

A general letter is sent to the parents/carers of all pupils in a class if there is a case of head lice in class. All parents are informed through the newsletter if the school has severe cases or an outbreak. If live lice are noticed in a pupil's hair the parent/carer is contacted by telephone and asked to collect him/her.

Approved by Governors:

Reviewed Oct 2016