



# FIRST AID POLICY

## 1. Introduction

This document states the First Aid Policy for Hartmore School. It is a statement of intent. It reminds us all of what the schools are trying to achieve. It provides working guidance containing essential information for Teachers, Teaching assistants, Carers and Parents. It also encourages a common understanding within the School

It is about key objective to ensure that pupils are safe and well during the school day and able to continue in their learning. However, if a pupil becomes unwell or is hurt in any way, it is the role of a Hartmore School First Aider to make a proper assessment of the problem and to determine the best course of action. In dealing with pupils who are unwell or injured, we believe that effective and swift communication with parents/carers/carers is vital in ensuring confidence. With serious injury, illness or when any head injury occurs, we will endeavour to notify parents/carers immediately or as soon as possible.

## 2. Aims & Objectives of the Policy

- To monitor the first aid needs of a Hartmore School
- To ensure that first aid provision is available at all times for staff and visitors as well as pupils when they are on school premises and also off the premises whilst on school trips or visits.
- To ensure that Hartmore School has the appropriate number of Designated First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of H & S issues within the school and on school trips to prevent, where possible, potential dangers or accidents. The member of staff responsible for Health and Safety is the Head Teacher.
- To ensure that, wherever possible, no pupil is precluded from participating on trips and visits because of medical conditions. It is ultimately the role of the Head Teacher to determine whether a pupil can attend a trip or visit after consulting with appropriate adults.
- To inform staff and parents/carers of the School's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records.

## 3. First Aid Provision

First Aid Kits are available in the following locations:

- School Kitchen
- First Aid Cupboard
- Mobile First Aid Kits are available to be collected by a member of staff, every time a child is taken out in a School vehicle

It is the responsibility of the Designated Person to regularly check the contents of first aid kits each half-term and re-stock as necessary. It is the responsibility of ALL staff to inform the Designated Person when an item has been used and needs replacing. A list of contents is kept in the front of each First Aid Kit.

## 4. First Aid Training

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. It must be emphasized that they are qualified First Aiders and not trained nurses.

## 5. Head Injuries

Accidents involving a pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time

If the injury is minor, all head injuries should be monitored closely and a head injury form should be completed and given to parents/carers. Serious head injuries should always be referred for hospital treatment. We always notify parents/carers/carers in the event of a blow to any part of the head including facial features.

## 6. Emergency Arrangements

Where the injury is an emergency, an ambulance will be called following which the parents/carers will be contacted. Where hospital treatment is required but it is not an emergency, parents/carers/care home managers will be contacted and they will take over the responsibility for their child. In the event that parents/carers/carers cannot be contacted, a member of staff will accompany the child to hospital and remain with them until parents/carers/carers/care home staff can be contacted.

In the absence of a First Aider an appointed person is to call an ambulance in the event of the following:

- A serious injury
- A significant head injury
- Unconsciousness
- A possible/suspected bone fracture

## 7. Hygiene & Infection Control

The following precautions must be followed when administering first aid:

- Hands must always be washed before and after
- Single-use disposable gloves must be worn if treatment involves blood or other body fluids
- Any soiled dressings must be put in a yellow clinical waste bag and disposed of in a clinical waste box
- Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with a designated dustpan and brush. If possible areas should be cleaned up with absorbent powder specifically for body fluids
- Body fluid spillages on hard surfaces should be cleaned up with absorbent powder specifically for body fluids
- Exposed cuts or abrasions should always be covered

## 8. Widespread Infection

In the event of wide spread viral/bacterial infections across the school the following actions will be taken:

- The School will report the situation to parents/carers via telephone and/or text messages with guidance regarding avoidance, recognition, treatment and guidance on school attendance
- The guidance materials will also be used to communicate the information to pupils, as well as displaying posters around the school site
- The School follows Health Protection Guidelines on infection control

## 9. Incident Reporting

All incidents, injuries, head injuries, ailments and treatments are recorded on the Administration of First Aid sheet.

All parents/carers will be contacted if the child has a head injury and advised they should visit a GP or a hospital. If the school has any serious concerns, then an ambulance will be called.

The Designated First Aider will contact the parents/carers if she has any concerns about the injury, or needs to

send a child home through illness.

Any accidents resulting in an injury need to be logged in the Accident book. This needs to be completed by the person administering first aid and by the person who has had the accident. There is a 7 year retention period for these documents.

## **10. Sharing of Information**

At the start of the academic year, staff will be given a list of pupils who are known to her to have medical conditions. This will be reviewed at each change of circumstances. Any member of staff organising school trips and visits should request from parents/carers/carers an update of medical conditions for those pupils taking part. Any concerns should be reported to the First Aider.

## **11. Administration of Medicines**

See separate Administration of Medicines Policy.

## **12. List of First Aiders**

This is displayed on the front of the First Aid Cupboard.

## **13. Policy Review**

This Policy was last reviewed in January 2019. Next reviewed is due in July 2020.

## Appendix I

### Pupils with Asthma, Diabetes or Allergies that Require Epi-pens

Hartmore School staff recognise the signs/symptoms of these medical conditions.

We recognise that asthma and recurrent wheezing are important conditions affecting increasing numbers of school children. All staff who come into contact with children affected by these conditions are given the opportunity to receive training from the Designated First Aiders; it is recommended that this training takes place every two years.

School staff administer medication as required, following agreed administration of medication procedures agreed with carers/parents/foster carers. Written instructions are required and medication must be in original packaging with a child's name. All school staff will allow pupils immediate access to their own medication when they need it (unless otherwise indicated).

Generally, only reliever inhalers should be kept in the school. On occasions, pupils may have a white and red inhaler called a 'Symbicort' which may also be used as an inhaler.

All pupils with a severe allergy who require an epi-pen should carry one with a spare kept within easy reach. Pupils should carry their own inhaler with them at all times. The school should also request that a spare inhaler is kept by the Designated First Aider. Medication should never be locked away or kept in the school office.

When a child with any medical condition joins the school, parents/carers/care home staff will be asked to complete a form giving details of the condition and the treatment required.

Taking part in sports is an essential part of school life and pupils with a medical condition are encouraged to participate fully. However, we work closely with parents, care home staff and pupils to determine what is appropriate. Certain types of exercise are potent triggers, e.g. cross country running and pupils who know that an activity will induce symptoms will be encouraged to use their inhaler prior to the exercise and will carry it with them and will be encouraged to warm up prior to participating and cool down after.

No child will be denied the opportunity to take part in school trips/residential visits because of any medical condition, unless advised by their own GP. The child's medication will be readily available to them throughout the trip and should be carried by the pupil. It is the responsibility of the parent/carer/care home staff to provide written information about the medical condition and the medication for the pupil for the trip's duration and to ensure that an adequate supply of medication is available.

Pupils with Type 1 diabetes will never be prevented from taking insulin or blood testing. Pupils with Type 1 diabetes will never be left alone when having a 'hypo' or be prevented from eating or drinking to prevent or treat a 'hypo'.

Parents/carers/care home staff should provide up-to-date information about their child's medical conditions and supply the relevant medication to the school and ensure they or another nominated adult is contactable at all times.

*Guidelines taken from NHS guidance and Diabetes UK*