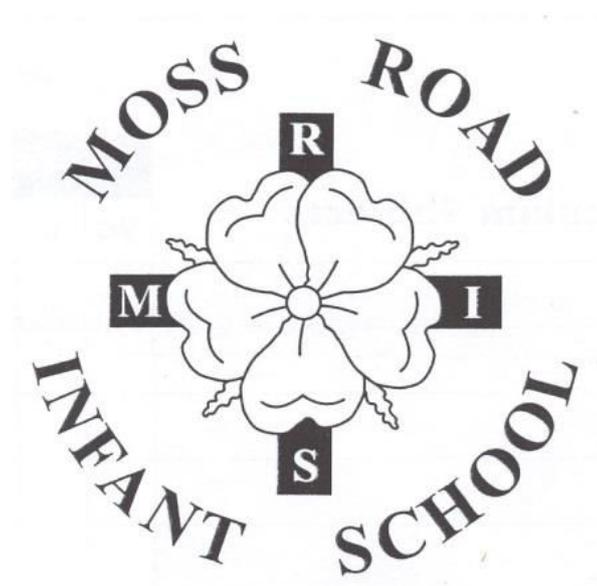


ASKERN MOSS ROAD INFANT SCHOOL



FIRST AID POLICY

Policy For First Aid

We, as adults, have a joint responsibility for the health and safety of the children in our care in accordance with Every Child Matters.

Although great care is always taken in the supervision of the children, we cannot avoid accidents happening from time to time. We have people in school who have a responsibility for First Aid, but occasions could arise when any adult in school may be called upon to give assistance to a child or adult on the premises or on a school visit.

Fortunately, most accidents are minor and injuries are slight, but if a child/adult is hurt in any way and a first aider is unavailable, the responsibility for giving attention will fall upon anyone present.

The people responsible for first aid currently are: Mrs Susan Langfield and Mrs Catherine Burton (Named First Aid Staff). In addition a number of TA's are also first aid trained.

The staff who have undertaken paediatric first aid: Mrs Collins, Miss Ainsworth, Mrs Field, Mrs Cantrell

The first aid boxes are kept in the main office and Owl toilet area. Each class has a first aid 'bum bag'. The medication is stored in the fridge in the annex to the Head's office.

Guidelines

1. Any child who complains of feeling unwell and the teacher feels the complaint is genuine, should be sent to one of the first aiders. The child may recover quickly after some attention and a short rest.

If it is considered that the child is unfit for school, the head teacher or Senior Management Team person must be consulted. The parent (or person on the contact address) is then contacted and asked to collect the child. Please note emergency contact details are available in the main office.

2. In the case of minor accidents:

- Put on plastic gloves;
- Wash wounds carefully with water;
- Check that the child is not allergic before applying any dressing;
- If bruising/swelling has occurred apply a cold compress.

3. Any bump to the head or injury considered to be more serious should be reported to the parent. An entry must be made in the accident book, which is kept in the main office, and the head, deputy or SMT person informed. If the child is well enough to remain in school, then a record of treatment should be given to the parent when the child is collected at the end of the school day (letters are available in the main office).

Staff must observe the child for any signs of dizziness, disorientation, sickness, unusually pale palour and any loss of consciousness. If any of these symptoms occur **immediately contact the ambulance**

service on 999. Any injury which results in loss of consciousness or requiring admission to hospital **must** be reported to Corporate Safety as per RIDDOR 2013 to ensure specified reporting requirements are met.

4. If it is thought an injury requires a child to be taken home or merits further attention, the head, deputy or SMT person must be informed and the parent (or nominated person on the contact address) notified as soon as possible. The ECP (Emergency Care Practitioners) maybe contacted to visit school for advice and treatment if written permission has been obtained by parents. (File kept in the school office)The ECP number is on display in the school office.

5. A record also needs to be made in the accident book that is kept in the main school office.

6. In the event of obvious or suspected serious injury or illness, an ambulance should be summoned without delay and parent, guardian or next of kin notified immediately

7. If the child is asthmatic and needs medication, the inhalers must be kept in the classroom within easy reach of the child in a plastic bag with the consent slip in it signed by parents. A universal inhaler is kept in the First Aid drawer unit next to the school office and in the grab bag (hung in staff work room). The appropriate form / care plan (available from the secretary), to be completed by the parent/carer, and a copy retained in the office for quick reference.

MIDDAY SUPERVISORS

- 1.) First aid contents to be regulated and ordered by Mrs Langfield.
- 2.) If any child sustains an injury i.e.: nose bleed, grazed leg etc. the child should be sent to the MDSA on toilet duty to be appropriately treated.
- 3.) All staff if dealing with urine, faeces, sickness, blood etc **MUST** wear the plastic gloves provided.
- 4.) No tablets or medicines to be administered by MDSA's only sterilised gauze and cold water may be used to clean a wound.
- 5.) If the injury is of a serious nature i.e.: bang on the head – suspected fracture – report to Head / Deputy / Foundation Stage Manager **IMMEDIATELY – DO NOT MOVE THE CHILD.**
- 6.) Parents to be informed if necessary. Telephone numbers and addresses are held by the Secretary.
- 7.) All soiled dressings etc. **MUST** be placed in a plastic bag in the bin provided.
- 8.) If the child is asthmatic and needs medication the inhalers are kept in the inhaler bag in each classroom and a copy of the care plan is on display in each room – contact the Classteacher / Head/Deputy Head.
- 9.) If any child swallows any small object and is choking, turn the child upside down; bang hard on the back whilst someone informs the senior leaders to dial 999.

10.) ACCIDENT FORMS (IF APPLICABLE WILL BE ISSUED BY HEAD/DEPUTY) TO BE COMPLETED BY THE APROPRIATE MDSA

Extra Curricular Activities

SCHOOL VISITS

- 1.) Adequate supervision ratios must be maintained or exceeded on visits whether they be local or further afield.
- 2.) A named person must take overall charge of the school visit.
- 3.) In case of emergency the named person must take charge and be responsible for following the school's procedures for first aid.
- 4.) The named person must carry sufficient funds to meet any emergencies and must obtain receipts for any outgoings incurred. These will be reimbursed via Insurance payment.
- 5.) In case of extreme emergencies i.e.: hospitalisation of a child or member of the school party the named person must inform the school as soon as it is practicable after the needs of the person have been catered for.
- 6.) In the event of named person being the injured party the second senior member of staff must take over the responsibility. The needs of the injured party/parties must be paramount.
- 7.) A First Aid Kit must be taken on all journeys.
- 8.) Insurance on every member going on a journey must be taken out beforehand. (This will be taken care of by the School Office).
- 9.) The LEA Emergency Procedures and Aide-Memoire for staff will be kept in a folder in the charge of the person leading the school visit.