



First Aid Policy

DETAILS OF POLICY	
Original policy created by:	Andy Coates
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FIRST AID POLICY

Contents:

1. Purpose
2. First Aid Provision
3. First Aid Boxes
4. Procedures
5. Action in an Emergency
6. Incident Reporting
7. Administration of Medicines
8. Body Spillages/HIV
9. Head Lice
10. Ill Students

1. Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

2. First Aid Provision

The Proprietor is responsible for ensuring that there is an adequate number of qualified First Aiders. Portable First Aid kits are taken on educational visits and are available from the school site. The First Aiders will ensure the maintenance of the contents of the First Aid boxes and other supplies.

Qualified First Aiders are trained in any aspect of First Aid deemed necessary, e.g. asthma, epilepsy, the use of an EpiPen.

All staff will ensure that they have read the school's First Aid Policy.

3. First Aid Boxes

First Aid boxes are located in:

The Main Classroom in the store room next to the photocopier, there is also a first aid located in the kitchen cabin. There are also a First Aid boxes carried in the school vehicles.

First Aid boxes should contain:

- Micropore
- Scissors
- Triangular bandage
- Wound dressing/bandage
- Gloves

No medicine/tablets are to be kept in the First Aid boxes.

4. Procedures

At SwitchED2:

- In the event of an injury or medical emergency, if possible contact the appointed First Aider(s) or other teacher.
- Any pupil complaining of illness or who has been injured is seen as soon as possible by the qualified 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). Parents should be contacted as soon as possible so that the child can be collected and taken home.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.

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.

- All members of staff carry two way radios when outside and there is a telephone link in the main classroom and kitchen areas.
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer First Aid without a witness (preferably another member of staff).
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff under St John Ambulance guidelines.
- For their own protection and the protection of the patient, staff who administer First Aid should take the following precautions:
 - o Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing
 - o Hands should be washed before and after administering First Aid

o Disposable gloves should be worn

- All serious accidents should be reported to the Proprietor or First Aider who should call an ambulance and the child's parents as soon as possible (pupil contact numbers located in the black box in the office).
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are 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.

Out of School

All staff members carry a MOBILE TELEPHONE on trips out of school. Teachers to check that pupils who have asthma take their inhalers.

Educational Visits

- a. The Principal has responsibility for ensuring staff have adhered to the school's Educational Visits Procedures (as set out in the Health & Safety Handbook) when organising a visit. All staff should have a copy.
- b. A Risk Assessment will need to be carried out as part of an educational trip. Particular attention should be paid to – Hazardous Activities.

5. 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 the injury: Is there likely to be a neck injury?

Assess the casualty for responsiveness: Does the casualty respond?

6. Incident Reporting

- All incidents, injuries, head injuries, ailments and treatment are reported in the Accident Book, kept in the main classroom by the bookshelf.
- Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- First Aiders contact parents by telephone if they have concerns about the injury.
- Staff should complete the Accident Book 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.

7. Administration of Medicines

Some students may be prescribed Ritalin and therefore parental consent is first sought during the

admissions interview.

8. Body Spillages/HIV

- No person must treat a pupil who is bleeding without protective gloves.
- Protective gloves are kept on the shelf unit in the middle, near where the wellies are stored in the classroom.
- Sponges and water buckets must never be used for First Aid to avoid the risk of HIV contamination.
- All body fluid spillages (vomit, diarrhoea and blood) area must be isolated and must be cleaned immediately. This is vital if spread of infections to be reduced. Gloves should be worn when in contact with blood or body fluid is likely. Ordinary rubber gloves are suitable for dealing with spillages. They must be kept for this purpose only. Following use, gloves must be rinsed and left to dry.
- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept into newspaper. A designated dustpan and brush is available for body spillages and is kept in the classroom cupboard. Wash the affected area with warm water and detergent and dry. Single use Latex gloves should be available for First Aid and hygiene care procedures (these are available in the classroom wardrobe).
- Once spillage has been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal.

9. Head Lice

- A general letter is sent to parents of all pupils in a class if there is a case of head lice in the class.
- If live lice are noticed in a pupil's hair, the parents are contacted by telephone and asked to collect him/her.

10. Ill Students

Students may become ill. If this is the case, SwitchED2 will contact parent/carers immediately. Due to our staffing ratio the pupil will normally be taken home. If this cannot be done then we have a quiet area that will be given to the student where they may lie down. This will be made private and staff will ensure that the pupil is not disturbed.

NAMED FIRST AIDERS:

Andrew Coates

Becky Coates

Emma Johnson