



Parc Eglos School

First Aid Policy

Introduction

First aid notices are available around the school, together with lists of First Aiders and directions to first aid boxes. The Resources Manager is responsible for ensuring that the boxes are equipped as recommended in the guidance for First Aid Boxes.

First Aid issues at Parc Eglos School are dealt with on a day to day basis by the Site Manager. Qualified First Aiders who have completed the First Aid atWork (FAW) course, Paediatric First Aid course and Emergency First Aid atWork (EFAW) course will administer first aid in the case of an accident or emergency, or help if someone is taken ill. We also have a number of members of the teaching staff qualified as Basic First Aiders who are capable of giving first aid if, for example, a child is injured during the course of the school day.

Key First Aid personnel are indicated on posters at key positions around the school.

First Aid boxes are placed in various positions around the school and portable bags are available when groups of pupils go out of school on organized trips or to participate in sporting events, as well as for the use of Lunchtime Supervisors.

All new members of staff are given information on where to go for help in the event of an accident as part of their induction into the school.

Recording of Medical Attention and Treatment

The school keeps records of all accidents or injuries and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimize the likelihood of any recurrence. Records are made in the event of when an injury is dressed.

Reporting Head Injuries

In the event of a head injury parents will be contacted straight away, if the child has no markings or swelling to the head the first aider will give the child a bumped head sticker to highlight the fact they have bumped their head. The more serious injuries i.e. marking or swelling, then the injury will be recorded in the First Aid Log, and an advice leaflet on head injuries given to the parent/carer on collection.

All other serious injuries or illness should be reported immediately to the parents.

More serious injuries are recorded on the Cornwall Council on-line reporting system, which is managed by the Site Manager.

The school will always contact a parent if a child suffers anything more than a trivial injury, if he or she becomes unwell, or if the school has any worries or concerns about the child's health. The school expects parents to supply the school with all relevant information relating to medical and first aid issues for all children attending Parc Eglos School.

Qualified First Aiders(FAW)

Mr Pennell
Mrs Goldsworthy
Mr Flint
Mrs Murray
Mrs Busby

First Aid Boxes

Pathways
Room 1B
Staff Room Corridor
Room RA
Room 2A
Disabled toilet (lower corridor)
Disabled toilet (new build)
First Aid Box (Chalet)

First Aid Bags

Main Hall
Bus

Hospital Visits

Any pupil taken to hospital by an ambulance must be accompanied by an appropriate member of staff, either in the ambulance or following in a private car, unless the pupil's parents are present at the time. The member of staff is to stay with the pupil until the arrival of a parent or their representative. The member of staff may then leave if satisfied that everything is in order.

Calling an Ambulance

If someone at the School has had an accident, staff are trained to summon medical help immediately. All staff are advised in their induction training, they should summon an ambulance themselves, informing the main office if calling from a Mobile Phone a map reference is available in the office this map reference is SW659278 A member of staff will always stay with a child in hospital until their parents have been contacted.

Medical Supplies

A fridge is available in the switch room for any medication requiring refrigeration and also for cold packs. Eye wash bottles are available in the swimming pool, should these be required.

Hygiene Control

All medical staff should take precautions to avoid infection and must follow basic hygiene procedures.

- Use disposable gloves for all necessary treatment.
- Take care when dealing with any bodily fluids.
- Remember to wash hands frequently and dispose of dressings or equipment sensibly.

Administration of Medicines

The school will administer medicines to pupils provided the following procedures have been observed:

- All medicines will be delivered to / collected from the school office by the parent.
- All medication brought in by parents for pupils during the day must be left in the School Office and a consent form for staff to administer this must be completed.
- No pupil is to be in possession of medication at any time, with the exception of inhalers or epi-pens if required.
- Medication must be clearly marked with name / dosage and any instructions for use and storage.
- Children may carry at school or to / from school an inhaler for emergency use (this must be clearly marked) the prescriber / parents are responsible for ensuring the child knows how to use the inhaler.
- The school will store the medicines in the appropriate place and will administer the medicines as is recommended.
- At the end of the school day, the parents / guardian will collect the medicines (as necessary) from the school office.

Asthma

Emergency inhalers are now placed within the school in the event of a child/person having an attack and have mislaid their own inhaler. The rules for the use of these inhalers are as follows.

- A permission slip must be obtained from parents/carers to allow administration
- A list of persons with authorization must be kept and updated in the Emergency Inhaler Kit, held in the main school office.
- If administered a record of administration and how much must be recorded on the form supplied in the emergency inhaler kit and the main office informed

Review & Approval Date	February 2015
Signed by Chair of Governors	John White
Signed by Headteacher	Brett Dye
Next review date	February 2017