



William Westley C of E Primary School

Administration of First Aid Policy

Last reviewed: July 2015

Next review due: July 2016

William Westley C of E Primary School Policy and Guidelines for the Administration of First Aid in School

The Aim of this Policy is to set out guidelines for all Staff in school in the administration of First Aid, and to determine whether or not the child is in need of 'First Aid' or merely 'Pastoral Care'. Having such clarity will help staff to ensure that the school is providing the best possible provision for safeguarding our pupils. This policy is in line with the DCSF document 'Guidance for Safer Working Practice for Adults who Work with Children and Young People.

First Aid Training and Staffing

William Westley C of E Primary School will train all of its staff in basic First Aid at Work every three years, to include Class Teachers, Teaching Assistants, kitchen staff and lunchtime supervisors. In addition, there will be at least three designated members of First Aid staff (School Office, KS1 and KS2), who hold a Full Certificate in First Aid at Work (with paediatric care) and this too will be updated every three years. They are currently as follows:

Charlie Abrams (School Office)

Pat Hollidge (KS1)

Carley Newman (KS1)

Suzanne Dakin (KS2)

Administering First Aid

Staff that have received basic first aid training are able to administer first aid in school. However, the above designated members of First Aid staff **must be consulted** in the event that a child (or member of staff) should sustain **a major injury** or injury of the following nature:

- Serious head injury
- Suspected sprain or broken bone
- Burn
- Sting: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of Staff **must be consulted** to treat pupils who are known to have a specific medical condition i.e. diabetics/pupils known to have allergic reactions/pupils with EpiPens in school, irrespective of the type of illness or injury sustained. Pupils with specific medical needs have a personal health care plan to ensure their safety, which are kept in the pupil files in the School Office.

In the event of **major injury**, a designated member of First Aid staff should be sent for immediately using a red band. An informed assessment will be carried out and the appropriate treatment given. Should the injury require medical assistance (i.e. parent called into school / hospital visit / ambulance) a member of the office staff should be contacted immediately to take the relevant action.

There are three First Aid stations located around the school:

- **School Office (primary First Aid Station):** for use during lesson times and lunchtime in the school hall.
- **Conservatory (Between Y5 and Y6 classrooms with a view to the playground):** for use during morning break and lunchtime play.
- **KS1 kitchen (between YR and Y2 classrooms):** for use during lesson times and afternoon play

Children will be sent / accompanied to the appropriate First Aid station for an assessment of the severity of any illness or injury and appropriate action will be taken.

During after school clubs, if the responsible adult running the club is not first aid trained or if there is only one adult present, the club leader should send for assistance from the designated member of staff onsite using a red band.

Staff are expected to take at least one complete First Aid travel pack with them when they leave the school grounds with children.

In line with the latest First Aid guidance:

- gloves should always be worn when administering first aid to avoid cross contamination.
- cuts and grazes should be cleaned with gauze and clean water or sterile first aid cleansing wipes and an elastoplast or dressing and micro pore tape applied. All broken skin should be covered to avoid cross contamination.
- if a child bumps their head, an ice pack should be applied and the child should be monitored for signs of a concussion.
- if a child has a nosebleed, gauze and a vomit bowl should be used to collect any blood and the child should be encouraged to hold the bridge of their nose. The duration of the nosebleed should be recorded.
- if a child feels sick, vomit bowls can be found in all First Aid stations. Class teachers should be consulted before a child's parent is called. Any vomit should be disposed of and/or cleaned up appropriately using Sani-Dri and other anti-bacterial cleaners located in the Cleaner's store.

Record Keeping

If a child receives first aid, to include pastoral care, for an injury or illness an Accident/Illness Report Slip must be completed. Accident Report Slip Record Books are available in every First Aid station in school and are also contained in the First Aid travel packs for school trips.

All Accident/Illness report slips should be taken to the relevant classrooms as soon as possible after treatment, so that the class teacher is made aware and can liaise with Parents/Guardians/Out-of-school club/Carers as appropriate at the end of the school day or ensure the slip is sent home with the child.

If a child's condition deteriorates and requires further first aid treatment later in the day, a parent is called or the injury results in absence from school, the Accident Report Slip Record Book must be updated.

If a child receives medical treatment, owing to an injury in school, from a GP or hospital, a Cambridgeshire County Council Incident Report form (IRF) must also be completed.

Details of Pupils with specific medical needs and dietary requirements i.e. asthma/severe allergies etc are located in each register and in the Medical file in the School Office. Where parental permission has been obtained and where deemed appropriate, posters are also displayed in First Aid stations, staff room and the kitchen. Children's dietary requirements will be listed on the Kitchen Statistics each day and children with special dietary requirements will also wear a lanyard when collecting their school meal.

Pupils with specific dietary requirements must be fully risk-assessed when food-tasting activities take part at school.

Anaphylaxis

There are a number of pupils with allergies who have EpiPens in school. In the event of an emergency, a red band should be sent immediately for assistance and for the appropriate Emergency Medical Box (containing the EpiPen and instructions for emergency treatment of that child). The EpiPen must not be administered by a member of staff who has not received EpiPen training. Instructions for emergency treatment should be followed and appropriate action taken. The parent should be called and an Accident Report Slip should be completed. If there was a severe reaction and an ambulance was called, an IRF should also be completed.

Asthma

There are a number of children with asthma in school. In the event of an asthma attack, the Emergency Asthma Protocol should be followed. The Emergency Asthma Protocol can be found in the Asthma Policy and is also displayed in each classroom, First Aid station, Kitchen and staff room. If the child is well enough to stay in school after the asthma attack, an Accident Report Slip should be completed. If the asthma attack was more severe and required an ambulance, an IRF should also be completed.

All staff are trained annually in Asthma, Anaphylaxis and the use of EpiPens.

The School Secretary (and designated member of First Aid staff) is responsible for checking and replenishing stock in all First Aid stations at least once every half term.

This policy was ratified on : 7th July 2015
and will be reviewed by: July 2016
Signed by the Headteacher:
Chair of Governors: