

Thornbury Primary School

**First Aid Policy Statement
2017**

Key first-aiders in the School

Caroline Walsh - Senior First Aider at work/ Paediatric first aider

Melanie Pring - First Aider at work

See attached for list of other school First Aiders

Telephone Number of Elm Health Centre - 789030

Telephone Number of Derriford Casualty Department - 202082

Telephone Number of Eye Infirmary - 0845 155 8155 - need to ring before arrival

In Brief, using common sense to determine action, these four steps are generally followed:

When a child is unwell, or has suffered an accident in school, or on the school grounds, the following steps are followed:

Step 1: A trained first aider is immediately called to provide assistance and advice.

Step 2: The incident/accident is logged in the incident/accident register.

Step 3: Unless very minor, the parent is notified of the incident/accident as soon as necessary.

Step 4: The Local Authority Health and Safety Team and/or the Health and Safety Executive are notified of the incident/accident where there is a statutory duty to do so.

1. **Major Incident**

DO NOT MOVE CASUALTY - Send for Senior First Aider - Caroline Walsh or Melanie Pring.

If an ambulance is required, the Senior First Aider, Head, Deputy Head or person in charge of the school will arrange for it to be called. Key information needed when making these calls is displayed next to all school phones.

No delay should be allowed in calling the ambulance if the person dealing with the incident considers it necessary and the above people prove to be hard to find. If taken to hospital advise medical team of any medical/ health issues that apply to pupil/ staff. Their contact details/info sheet and any medicines taken should be available. Parents need to be contacted immediately. Details given should be as accurate as possible to avoid alarm/confusion.

Where incident relates to member of staff there is a list of ICE contacts to be informed and access to medical history which may be relevant.

2. **Minor incident**

Decide whether a first-aider should be involved - *if in doubt call!*. They will need to be called should the child's parent need to be informed.

ALL HEAD INJURIES NEED TO INVOLVE A FIRST-AIDER (this doesn't always need to be Caroline Walsh)

Deal with casualty as appropriate.

When dealing with open wounds - always wear gloves.

Elastoplast and Medi wipes maybe used as long as First Aider checks if child is allergic/asks if this is used at home.

Recent advice is that all grazes are covered with a plaster/ dressing in order to prevent infection. Splinters should also be covered with a plaster and parent informed.

3. **Accident Reporting**

There are 3 main ways of recording and reporting a first aid incident:

- i. Via the 'Accident' book which is held in each department, this would be used for incidents such as cuts, grazes, sprains etc which require some first aid. These should be reported by the person who dealt with them to the class teacher, in order for them to continue to monitor the child and speak to the parent at the end of the day if appropriate. Our general rule would be to alert the parent if in doubt. Obviously should a child be more seriously hurt/ unwell a parent maybe contacted by phone immediately.
- ii. 'Bumped Head' form - Ensure these go to class teacher, as 1 portion of letter is to be filed in the child's buff folder. The other portion is sent home to parents **See Below Head injuries**
- iii. White official LA accident form - this always needs to be completed if child is taken to outside medical services. The first-aider deals with the casualty and decides whether an accident form is appropriate.

If an official (white) accident form is needed the person first meeting and dealing with the incident should complete, noting the names of any witnesses. Once completed by all relevant people - form should go to the Headteacher for final signature, before being forwarded to office.

Head Injuries

For minor injuries apply an ice pack (covered) for no longer than **20 minutes** and observe. **NB. It is of no benefit to keep an ice pack on for longer.**

The first-aider will fill out the department Bumped Head book and ensure that a school-headed, head injury letter gets to the child's teacher. The child's teacher fills out the letter correctly and ensures that it gets home on the same day. If this doesn't happen a phone call to the child's parents should be made.

Head bump forms now include a return slip which parents need to fill in and return - this will be shared in forthcoming parents meets/ letter.

Any staff member covering another person's class when a first aid/ head bump occurs should endeavour to personally relay the message to the class teacher.

SEVERE INJURIES AND CHANGES IN CONSCIOUS STATE REQUIRES IMMEDIATE HOSPITAL TREATMENT.

MOVING A CASUALTY WITH A SUSPECTED SERIOUS HEAD, NECK OR BACK INJURY SHOULD BE KEPT TO AN ABSOLUTE MINIMUM AND UNDER DIRECTION OF SENIOR FIRST AIDER.

4. Asthma

During the day a child's inhaler is kept in a sealed box, in an unlocked cupboard, known to all staff, in their department.

It is the class teacher's responsibility to ensure children take their inhaler to PE/ Games lessons with them.

It is also the responsibility of the adult who administers a child's inhaler to ensure it is taken properly - recent advice is all children should use Spacers to take their inhaler.

When an inhaler has been taken the appropriate form in the department medicines folder is to be completed by the member of staff administering. This is then counter signed by another member of staff and a slip sent home to parents.

If the child shows signs of these early symptoms - such as shortness of breath, wheezing, tachypnoea:

- support her/him to take the medication
- speak calmly and encourage her/him to breathe slowly and deeply to relax, asking the child to breathe through their nose can help
- a child experiencing signs of an asthma attack must not be left unsupervised or sent to their base or a First Aider unaccompanied.

Some sufferers have been taught a particular posture which relaxes their chest and encourages them to breathe more slowly and deeply...if they have not learned such a technique, encourage the child to sit fairly upright or leaning forwards slightly. They can rest their hands on their knees to support the chest.

THEY MUST NOT LIE FLAT ON THEIR BACK.

In addition, loosen tight clothing around the neck and, **very cautiously**, offer the child a drink of warm water as the mouth becomes dry with rapid breathing.

A child who has taken their inhaler should appear to make a recovery within 10 minutes. If this is not the case the child is likely to need to go to hospital/ call emergency services.

Recent legislation has been passed to allow schools to carry an inhaler which can be used by those children who **HAVE** an asthma diagnosis and do not have an inhaler in school. See Drugs and Medicine policy appendix for further details.

5. First Aid Boxes

These are in strategic positions around the school eg. the office, PE Hall & Bases.

There are also first aid kits located at the entrance to the playgrounds. It is the expectation these orange First aid kits are taken to PE lessons, when working in the school grounds and at playtimes.

First aid boxes **MUST** be taken on all visits. It is also important for staff to carry a bottle of water which can be used for cleaning wounds/eye wash.

Contents

Lisa Syms keeps them topped up once a week. Liz Bennett orders replacements. All first aid boxes to have their contents listed on the box and expiry dates regularly checked.

6. Disposal of Rubbish

Place all first aid 'rubbish', except sharps, in first aid pedal bin in each department. Place 'sharps' in 'sharps bin' under ladies wash basin

7. Medical List

All staff should make themselves familiar with the Medical lists on the school Shared site, particularly for the children in their class/year group. Please also be mindful of children if taking an Enrichment group.

All medicines, other than inhalers, **which have been prescribed by a doctor and are in original packaging**, which are to be administered in school, are kept in a locked cabinet in the front office or staffroom fridge. Alongside this will be the paper work completed by school staff and parent re their administration. The course will only be administered according to the note on the packaging. NB A child on course of medicine which needs administering twice or thrice daily will not need to take this in school.
PLEASE ALSO REFER TO SCHOOL MEDICINES POLICY

There is a sealed medical cabinet where records are kept in the administrator's office. Keys are kept in medical form drawer.

Photographs of those children who suffer acute allergic reaction **must be** shown in appropriate year bases on first aid cupboard and in the front office.

8. **Resuscitation**

The ABC of resuscitation and skills of CPR (Resuci Annie) will be taught, by one of the staff First Aiders, to Years 5 and 6 as part of their Enrichment programme.

Basic first aid skills, such as stopping bleeds, managing asthma, minor sprains, burns and choking will also be taught as part of the Enrichment programme.

9. **Please note a permission slip for administering first aid to a child MUST BE signed by parents during the admission process and BEFORE each residential trip. Any medication a child needs to take during any visit or residential trip will ONLY be administered if in ORIGINAL PACKAGING TOGETHER WITH THE ATTACHED PRESCRIPTION NOTE.**

Reviewed by Caroline Walsh - September 2016

Updated by Claire Hardisty - January 2017

Please complete all statements below:

- * Staff member name: * DOB:

- * Address:

- * Any medical conditions which need to be passed on to medical services in case of emergency:

- * Any prescribed medication currently being taken:

- * Any allergies:

- * Name and contact number of nominated ICE: (person to call In Case of Emergency)

- * Any other information:

- * I understand and agree to any member of staff opening and accessing this information at the point at which the emergency services are called.
- * I understand until this time it will be held in a sealed envelope in the front office.

Signed:

Date: