



The Quercus Federation

First Aid Policy

Hurst Green Church of England Primary School and Nursery

This policy was adopted on September 2018

This policy is due for review on September 2019

Signed (Chair of Governors)

Signed (Executive Headteacher)

Date:



We aim to ensure that all pupils, staff and visitors to the school are safe whilst attending the school or out on school visits and that there are staff who are confident and qualified to deal with accidents that may occur.

There will be at least two people on the staff who will have a current advanced first aid training certificate, with the aim that there should be at least one qualified person on site at any one time.

The first aiders/appointed persons at this school are:

Elizabeth Cruse (TA) – Full First Aid and Paediatric

Maria Phillips (TA) – Paediatric First Aid

Jenny Clease (TA) – Paediatric First Aid

Abby Golding (TA) – Paediatric First Aid

Maria Skinner (TA) – Paediatric First Aid

Katy Harrison (Nursery Nurse) – Paediatric First Aid

Sheila Day (Nursery Supervisor) – Paediatric First Aid

Lisa Bugden (Nursery Nurse) - Paediatric First Aid

Victoria Stelfox – Full First Aid

The Administering Medicines appointed person at this school is:

Mrs Katie Withycombe

First aid boxes are kept in the School Office, the First Aid room, the school kitchen, each classroom, and the Practical Room (for playtime use).

Abby Golding - provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents are expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed along with photographs of children with specific medical requirements and the procedures required to be adopted for serious cases.

Procedures

All relevant injuries which come to staff attention should be recorded in either the First Aid Book, or in the Minor Accident First Aid Book which will be on the playground. Minor accidents will be dealt with by the member of staff on duty during playtimes include scrapes and grazes associated with falling over on the hard surface. All serious injuries including head injuries will be referred to the named first aider on duty in the school office.

First aid sheets are available in all boxes and should be completed by the person administering first aid. The First Aider will decide – in consultation with the Executive Head/Head of School if necessary - whether or not a child's parent should be immediately alerted; if there is any doubt, a child's parent will always be informed. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In this instance, it will be the Executive Head/Head of School who makes this decision. In these cases the pupil will be accompanied by a member of staff.



In the case of injury or ill-health, a First Aider will be called immediately. If for some reason one is not available, the Executive Head/Head of School will take responsibility.

- Telephones are located in the Secretary's office, all classrooms, the kitchen and the Head's office. Dial 9 for an outside line.
- First-aid boxes are located in the Medical Room, Kitchen, in all classes, in the nursery and the Practical Room for use on the playground. In addition, travelling First Aid kits are available for school visits.
- Use of first-aid materials must be reported to the secretary for re-stocking.
- In normal circumstances the administering of first aid will be the responsibility of any First Aiders who have certification, but serious head injuries will be referred to the Full First Aider, who will deal with the injury and pass the 'bump-note' to the child's Class Teacher for passing on to the child's parent or carer.
- If a child sustains an accident or is taken ill, the following procedure will take place:
 1. If the accident is minor, the appropriate first aid will be administered and the child returned to class.
 2. If it is thought that the accident is more serious, parents will be contacted so that they can arrange for the child to see a doctor. If the parent cannot be reached, the Executive Head/Head of School will assume responsibility for the child. This would normally mean the child being taken to the casualty department at the Conquest Hospital in St Leonard's, or a local doctor if available.
 3. If a child receives ANY bump to the head, a letter will be sent home alerting parents to the possibility of delayed reactions.
 4. If a child is taken ill at school, parents will be contacted with a view to the child being taken home.
 5. If a child is taken ill or injured prior to the school day beginning they should not attend school if they are putting themselves, peers or staff at risk of infection.

All home and work telephone numbers of parents will be found in the index box in the School Office along with additional adults who can be contacted in emergencies.

FIRST AID IN SCHOOL

An ambulance should always be called for serious injuries and injuries where the casualty could become unconscious (shock, asthma attack, etc.), or if moving the casualty could cause further injury. It is not advisable to use a private car in these circumstances.

Serious injuries must be logged on the ESCC online incident webpage.

WOUNDS

- No child should attend to another child with an open wound or be exposed to body fluids.
- All open wounds must be covered with a waterproof plaster and a person dealing with an open wound or body fluids must wear disposable plastic gloves. The soiled articles must then be wrapped in the plastic gloves and placed in the bin in the Medical Room. Cotton wool must not be used. Running water or a sterile wipe should be used and the wound dried with a medical wipe tissue.
- Any person dealing with another person's open wounds or body fluids should have a waterproof dressing on any wounds that they may have and wear non-latex surgical gloves.
- If a child receives a deep wound that may contain dirt or soil, the parent should be advised to check the child's tetanus validity. In some cases, another inoculation is admissible even if the previous one is still valid.
- If a wound is penetrated by a foreign body (including splinters) do not remove. Apply a dressing around the object and inform the child's parents/carers.

SUSPECTED FRACTURES

Make the injured person as comfortable as possible and phone an ambulance. Try to keep the suspected fracture immobile until the ambulance arrives.



HEAD INJURIES

The severity of head injuries are very difficult to diagnose, especially when the accident has not been observed. If the casualty is dazed by the injury but not complaining it might not be apparent how severe the injury may be. If you think the head received quite a severe blow as opposed to a slight bump, please make sure the person dealing with the casualty knows. If a child/adult is unconscious, even for seconds, an ambulance should be called and they should be taken to hospital.

BURNS AND SCALDS

In the case of a burn or scald, immerse the injured part in cold running water for at least 10 minutes, remove any constricting jewellery or clothing but not clothing that is sticking to a burn. Cover the injured area with a sterile dressing or freshly laundered linen (except where injury is to the face which should be left uncovered). Adhesive dressings must not be used. Do not break blisters or apply lotion or cream.

POISONING

If a child swallows a poisonous substance, ring for an ambulance, alert a first aider, and contact the child's parents.

EYE INJURIES

If a foreign body is embedded, do not attempt to remove it. Cover it with a soft pad and contact parents. We may, depending on the severity, refer straight to hospital. If a poisonous or corrosive substance has entered the eye, irrigate with copious amount of sterile water making sure the water does not run into the unaffected eye and call an ambulance.

ASTHMA

Children with asthma may need quick access to their inhalers and in such cases special arrangements can be made with the class teacher (named inhalers are kept in the Medical Room by the School Office).

GENERAL

- Children as young as 8 have heart attacks so if the signs are there do not disregard because of age.
- Never give an injured child/adult anything to eat or drink before sending to hospital, even if shock is suspected.
- In the case of serious accidents, an official form has to be completed online via c-zone.
- If in doubt about any injury which is not obviously of a serious nature, call the parent and advise them to seek medical advice.

ALL ACCIDENTS WILL BE ENTERED IN THE ACCIDENT BOOK WHICH IS KEPT IN THE FIRST AID ROOM

Injuries caused by Accidents at Work

All staff must report any accident (or near misses) involving themselves, visitors or volunteer helpers to the Executive Head/Head of School. They will then report these serious incidents/near misses to ESCC via the County Council's Incident/Accident Reporting website. Pupil accidents, depending on the severity will be reported either in the First Aid book or on the County Council's Incident/Accident Reporting website. This information will then be accessible to PACT Health and Safety team at County Hall, Lewes. As the school is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive, it is important that the Executive Head/Head of School is notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents will be investigated to prevent re-occurrence. The Executive Head/Head of School will monitor the accidents to identify trends. The Chair of Governors will also receive information on serious accidents at each occurrence.



Administration of Medicines

Only staff who have completed the 'Administering Medicines' course are able to administer medicines and keep a record that they have been given. We must stress that children should not be at school if they are unwell and if at all possible, children should receive their medication at home.

Medication will only be given if prescribed by the doctor and the appropriate form has been completed; the medication should be in its original packaging and must clearly state the child's name, dosage and date prescribed.

Inhalers for asthmatics will be kept locked in the first aid cupboard in the First Aid Room but available for immediate use (keys are kept in the school office). This is in order to prevent damage or loss which might occur if they are kept on a child's person, to allow an accurate record of usage to be kept, and for the safety of other pupils in the school.

Children must not carry medicines to school themselves. They must be handed to the school office by the parent/carer. Exceptions will be made to those who are required to carry their medication with them at all times, i.e. epi-pens, insulin, etc.

All medicines must be accompanied by written instructions from the parent/carer and/or GP, specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage. A special form is available for this and the parent will be asked to complete it when handing the medicine over. Each time there is a variation in the pattern of dosage a new form should be completed. It is the parent/carer's responsibility to ensure medicines are in-date and appropriate.

All medicines will be kept locked in the First Aid safe in the SENCo room.

Medicines and School Visits

It is essential that the teacher in charge of a school visit or journey is aware of any children on medication and it is his/her responsibility for ensuring the appropriate dosages are administered by the trained personnel. It may be necessary for asthmatic children to carry their own inhalers on such occasions. If in doubt, staff must discuss the issues with the parents and Executive Head/Head of School.

Medical File

A current list of children with specific medical problems will be given to teaching staff at the beginning of each term. This should be attached to the class register and be available to Teaching Assistants and supply teachers. Copies will also be available in the school office for other support staff.

All staff are asked to ensure that the School Office is informed of any new details that might arise during discussions with parents.

Sickness

If a child has been absent from school due to sickness or an upset stomach they should not return to school for at least **48 hours** once the symptoms have subsided to prevent spreading infection.

If a child is diagnosed with an infectious illness then the guidelines on returning to school will relate to the NHS advice given to the parents and, where necessary, the school will seek clarification from the school nurse or child's doctor.