



The Oaks Primary School
Bringing Learning to Life

First Aid Policy

The First Aid policy at The Oaks is in operation to ensure that every child, member of staff and all visitors will be well looked after in the event of an accident. This policy has safety as its priority for the children and adults receiving first aid and safety for any adults who administer first aid.

At present there are two first aid representatives in school, namely Mrs Martin (Teaching Assistant) and Mrs Smith (Business Manager). First aid representatives attend retraining courses as required. It is emphasised that they are qualified First Aiders and **not** trained doctors or nurses.

The purpose of this policy is to;

- Give clear structures and guidelines to all staff regarding all areas of first aid
- Clearly define the responsibilities of the staff
- Enable staff to see where their responsibilities end
- Ensure first aid cover is available in school and on visits to prevent, where possible, potential dangers or accidents.

The aims of the policy include:

- To provide First Aid treatment where appropriate for all users of the school.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.
- To ensure that there are sufficient qualified First Aider(s) available to provide First Aid cover during the school day.
- To ensure that First Aid information is readily available and that all users of the school are aware of how to access help.
- To ensure that First Aid kits for minor injuries are available for use throughout the school by all staff and that they are regularly maintained.

Once informed of an incident a First Aid representative(s) will go to the casualty(ies) without delay and provide first aid care. Secondary aid will be sought if necessary and at the same time the parent/carer (or other appropriate adult) will be informed. If an appropriate adult cannot accompany a casualty to hospital a member of staff will accompany them if this is deemed appropriate. All appropriate precautions will be taken by staff when cleaning up after an incident involving blood, vomit, etc.

First Aid Representatives will:

- *Ensure that their qualifications are always up to date.*
- *Ensure that first aid cover is available throughout the working hours of the school week.*

- *Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes calling for help from other First Aiders or Emergency Services*
- *Ensure that portable first aid kits are adequately stocked and always to hand.*
- *Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents/carers to pick up a child to take them to hospital.*
- *Keep a record of each child attended to, the nature of the injury and any treatment given, in the accident book provided which is kept in the First Aid Bag in the Reception Kitchen.*
- *In the case of an accident, the Accident Book must be completed by the member of staff who has dealt with the child's injury.*
- *Ensure that everything is cleared away, and any bloodstains on the ground are washed away thoroughly. Ensure no contaminated or used items are left lying around.*

Teachers and support staff will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual children in their current classes.
- Never move or treat an emergency casualty until they have been assessed by a qualified First Aider, (unless the casualty is in immediate danger) and send for help to Mrs Smith at the Office as soon as possible, ensuring that the messenger knows the precise injuries of the casualty
- Have regard to personal safety.

Office staff will:

- Support the First Aid Representatives in calling for an ambulance or contacting relatives in an emergency

Specific Injuries/Conditions

Cuts

The nearest adult deals with small cuts, bruises and grazes. All open cuts should be covered after they have been cleaned to remove any dirt from the open wound. Children should always be asked if they can wear plasters before one is applied. Those children who are allergic to plasters will be given an alternative dressing such as a sterile bandage. Minor cuts do not need to be recorded in the accident book. A first aider can treat more severe cuts and attend the patient to give advice. These cuts should be recorded in the accident book and if necessary their parents/carers should be informed. More serious injuries must be recorded on the Bolton Council accident/incident form in the filing cabinet in the office and e-mailed to CHST@bolton.gov.uk.

Bumped heads

Any bump to the head, no matter how minor, is treated as serious. All bumped heads should be treated with an ice pack. Parents/carers must be informed immediately so that they can make a decision on whether the child should seek advanced medical attention. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book and a text message sent to parents to let them know.

Vomiting and diarrhoea

If a child vomits or has diarrhoea in school, they will be sent home immediately. It is advised that children with these conditions should not attend school until 24 hours after the last symptom has elapsed.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox etc, we will look at their arms or legs. To look at a child's back or chest would only be done if we were concerned about infection to other children. If your child has any of these infections they will need to stay off school for a prescribed period of time and a letter would be sent home to inform other parents.

Calling the emergency services

In the case of major accidents, it is the decision of the adult dealing with the injuries of the person in question. (e.g. a trained first aider and/or the child's class teacher). When a member of staff calls the emergency services, they must,

1. State what has happened
2. Give the child's name and age
3. Say whether the casualty is breathing and/or unconscious
4. Direct them to the location of the school

If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office in the emergency contacts box.

Accident book

The accident book is located in Reception Kitchen alongside the First Aid box. The person recording an accident must write the child's full name, the injury, the cause of the injury, any witnesses to the accident and their signature with the full date.

K Smith

Sept 2019

Addendum – Covid 19 May 2020

1. All staff are Paediatric First Aid trained using online St John's Ambulance training

2. Kath Smith, Amanda Martin and Sophie Gill are Paediatric First Aid qualified (face to face practical training)
3. When attending to any First Aid incident, staff must strictly wear PPE equipment, and dispose of this in line with government requirements (see poor hygiene hazard section of this document)
4. Hands must thoroughly be washed for 20 seconds after attending to any First Aid incident
5. Children must not be sent to the office for First Aid treatment or assistance. Staff should use their walkie talkies to request assistance.
6. All accidents / incidents will continue to be recorded as in line with school policy
7. Medication will not be administered in school by staff, except in exceptional circumstances approved by the HT

Senior Leadership Team
May 2020