



Greater Grace School of Christian Education

First Aid Policy

The **First Aid procedure** at Greater Grace School is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

It is emphasised that the **First Aid Team** consists of **qualified First Aiders** and **not** trained doctors or nurses. We always have two or more qualified First Aiders so that there is always a First Aider available in school and during sport or any offsite trips.

Our **First Aiders** are:

Cathy Craddock Emergency First Aid at Work

Anne Mulligan Emergency First Aid at Work

Diane Bailey Emergency First Aid at Work

The First Aid area is the Activity Room. A first aid kit for administering First Aid can be found in the kitchen next to it.

The accident book is kept in the lockable cabinet in the office, but there are blank records with the first aid kit.

All staff who are trained in First Aid in the work place are clearly identified in the school.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- ***NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid Emergency First Aid at Work certificate or equivalent.***

STATEMENT OF GENERAL POLICY

- To record all accidents and injuries in the accident book
- To inform parents and guardians of serious injuries or accidents
- Medicine will only be administered with the parent's permission (Medication Policy)
- A first aid box will be taken on all Educational visits
- Regular staff training will be provided every three years
- To ensure that we have parental permission before administering emergency first aid
- Our aim is to have at least one staff member fully qualified in Paediatric First Aid when we have pupils under 8 years old

FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by the school] 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 wearing gloves where any loss of blood or body fluid is evident, and calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that the portable first aid kit (located in the Senior classroom) is adequately stocked
- 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 to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is accompanied
 - in the ambulance by a member of staff to act in loco parentis if a relative cannot be contacted
 - and at hospital until a relative arrives.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.

- A record must be kept of each student attended to, the nature of the injury and any treatment given on an incident record, whether it was caused by an accident or not. Blank records are kept next to the First Aid Kit in the kitchen. Completed forms are stored in the Incident Record which is kept in the lockable cabinet in the office.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

THE TRUSTEES will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.

THE HEADTEACHER OR SUPERVISORS will:

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, or epileptic or have any other serious illness, or any allergies including penicillin.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings. Brief details can be noted on the Educational Visits Contact List where appropriate.

SUPERVISORS AND MONITORS 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 students when advised by the Headteacher or another supervisors.
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to the nearest adult as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the

casualty. Where possible, confirmation that the message has been received must be obtained.

- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools (or Work) Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Accompany a student who has minor injuries to the medical area if they are able to walk where a First Aider will see them.
- Ensure that a student who feels generally 'unwell' is accompanied to their respective Supervisor and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

OFFICE STAFF will:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student. This should be done by mobile telephone giving the specific location of the casualty.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Ensure that students who simply do not feel well are accompanied to their respective Supervisor
- **NOT** administer paracetamol or other medications without prior consent from parents (See Diane Bailey as per Medication Policy)

GENERAL PROCEDURES

- Plastic gloves are to be worn when dealing with all incidents.
- Cuts are cleaned using, where appropriate running water and/ or alcohol wipes and if needed, plasters are available.
- Bloods/soiled dressing and used gloves should be disposed of appropriately
- Minor incidents and accidents should be dealt with, wounds cleaned etc. and the child returned to the playground when possible and practical.
- An up-to-date list of child medical conditions, asthma etc. is kept in the Incident Record in the lockable cabinet in the office.
- Any incident that has required First Aid treatment by a qualified First Aider should be recorded in the Accident Record book and parents informed if necessary. The supervisor or class teacher should be informed.
- Ice packs are available to be used to reduce the swelling for bumps and suspected strains and sprains or alternatively a cold compress. If ice packs are used then these are first wrapped in a paper towel to prevent contact with the skin.
- Injured/poorly pupils must never be left alone or sent alone for help.
- The first aid equipment is regularly checked and managed by Diane Bailey.

HEAD INJURIES

- A head injury must be dealt with by a Senior First Aider who is responsible for making the decision to ring parents. If so, parents are to be informed by telephone as soon as possible. A letter will be sent at the end of the day. The child must keep the letter visible at all times so that teachers and assistants know of the injury. If a parent has been contacted by telephone, they will be strongly encouraged to collect their child from school and seek further advice either from a doctor or Accident and Emergency department. Details are recorded in the Accident book. The class teacher should always be informed.

PRECAUTIONS FOR OFFSITE ACTIVITIES

Staff involved with any off-site activities must take a First Aid box. A sick bucket containing essential cleaning aids should be taken on longer trips. A person trained in First Aid should accompany the children on the visit. First Aid should also be an essential element of informing the risk assessment for the visit.

It is the responsibility of the staff member in charge to take a first aid box with them on the visit, and they will also carry any medication needed for individual children. Prior to any residential visit taking place medical forms will be completed by the parents/carer of all pupils. This will allow the school to consider what reasonable adjustments may need to be made to enable young people with medical needs to participate fully and safely on visits. Arrangements for taking any necessary medicines will need to be taken into consideration. Staff supervising excursions will always be aware of the medical needs and relevant emergency procedures of pupils in their care. Copies of medical forms for children with specific needs will be taken on the visit. Other information can be obtained by contacting the school. Staff will always carry mobile phones for emergency use. If staff are concerned about whether they can provide for a young person's safety, or the safety of others, on a visit, the school will seek parental views and medical advice from the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant. Prior to a visit medication should be handed to the first aider by parents / carers. Following the visit, the first aider will hand back any medication to the child's parent. (Medication should not be handed back to the child).

HOSPITAL TREATMENT

If a child needs hospital treatment in a non-urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, then permission must be given by a Senior First Aider to ring for a taxi and a first aider accompany the child in the back of a taxi. A Senior First Aider must always be left in school. Every attempt to contact the parents will be made by the school. Should parents be unable to be contacted the relevant member of staff, usually the Headteacher, or in her absence the other Senior First Aider, will act on the parents behalf, providing parents have signed consent forms to this effect. Consent forms will be signed prior to a child's admission to the school.

AMBULANCE EMERGENCY

In an emergency a Senior First Aider must be informed, a person trained in first aid must attend to the casualty and an ambulance called for without delay. The parents/carers will then be contacted. A member of staff must then accompany the child to hospital and wait for the parents to arrive. A Senior First Aider must always be left in school. Every attempt to contact the parents will be made by the school. Should parents be unable to be contacted the relevant member of staff, usually the Headteacher, or in her absence the other Senior First Aider, will act on the parents behalf, providing parents have signed consent forms to this effect. Consent forms will be signed prior to a child's admission to the school.

HYGIENE CONTROL GUIDELINES

It is advisable to follow the Hygiene Control Guidelines recommended by the DfE listed below in all instances to provide protection against a range of infections to which staff in schools may be exposed. The following is a basic hygiene procedure which should be put into operation in all instances against a range of infections which members of the school community may be exposed to:

Personal Hygiene

Toothbrushes or other implements which could become contaminated with blood must not be shared

Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.

Sanitary towels and tampons should be placed in the disposal bins provided.

Hands are to be washed with soap after going to the toilet and before food.

Hand sanitizers will be provided for use by all members of the school community.

Separate cleaning equipment is to be used for toilets.

Accidents Involving External Bleeding/Bodily fluids

Normal First Aid procedures should be followed, which should include the use of disposable gloves.

Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed.

Cotton Wool should not be used in cleaning wounds since it is not sterile and could cause infection.

Seek medical advice as soon as possible should the bleeding continue.

Splashes of blood from one person to another

Splashes of blood on the skin should be washed off immediately with soap and water.

Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.

After accidents resulting in bleeding, contaminated surfaces, e.g. tables or furniture should be disinfected. Separate cleaning equipment is to be used.

ADMINISTRATION OF MEDICINES

Please read the Medication Policy alongside this document

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURENCES

We will report work-related accidents, diseases and dangerous occurrences according to the regulations relating to RIDDOR. Full details of all occurrences which need to be reported may be found in the Health and Safety file in the office.

THE EXECUTION OF THIS POLICY will be monitored by both the FIRST AID TEAM and THE TRUSTEES

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