

Paddock Wood Primary School

FIRST AID POLICY (April 2019)

Minor Injuries

All foundation and infant pupils who suffer minor injuries such as grazes or minor bruises will be taken to the nearest first-aid trained member of staff to be treated. Junior pupils will normally be directed to take themselves to the first-aid trained person, accompanied by a friend. Treatment will be given by a trained member of staff who will then record the incident. The child will then be taken or sent back to the class or playground and if necessary, given some written information to give to his/her parents at the end of the day (see Record Keeping below). Parents will be informed by telephone by a member of the office staff if the nature of the injury is thought to need warning eg. an injury to the face. If this is not possible a note will be sent home with the child.

More Serious Injuries

Obviously each case must be treated individually and trained staff will act according to the guidelines set out in their training. However, in general terms, if the injury is not an emergency and the child is able and willing, he/she will be taken to the nearest first-aid post to be treated. Parents will be informed by telephone and given the opportunity to decide whether they need to come and collect their child for further care and treatment. If in any doubt, school staff will telephone for an ambulance and/or contact parents to collect their child.

Emergency Procedures

In the first instance the Headteacher or office staff will be responsible for coordinating emergency situations but all telephone extensions in the school are able to be used to contact the emergency services and there is a form by each extension detailing the information needed. Parents will be contacted as soon as possible. A member of staff will always accompany a child taken to hospital by ambulance and will stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available. Staff will never take a child to hospital in their own car.

Record Keeping

All serious injuries will be recorded and kept in the school's own central medical record. In the case of a head injury a form will be completed and sent home to the parent and a head bump sticker will be put on the child. The school will notify the Health & Safety Executive of any serious or significant accidents.

Training

The school will be responsible for training a sufficient amount of staff at two levels:

1. First Aider – Holds a current Health & Safety at Work Certificate (four day course which lasts for three years). The guidance for a school of this size is to have one qualified first aider but it is the aim of this school to have more qualified staff at this level.
2. Appointed Person – Holds a current Emergency First Aid Certificate (one day course which lasts for three years). The aim of this school is to have up to 30 qualified staff at this level.

The school will ensure that first-aid training will be staggered and ongoing and that a wide variety of different types of staff are trained so that all areas of school life are covered. A list of trained staff will be kept in the school office.

Equipment

Each first aid post contains a sink with clean running water, soap, a water sprayer to aid washing, a box of tissues, at least three blankets, a yellow waste disposal bag and a fully stocked first aid container. There will also be a fridge for medicines and a minimum of four compression packs (cold packs). In addition there are a further five fully stocked first aid containers located around the school for emergency use.

Each first aid container will be stocked with a minimum of:

- A leaflet giving general advice on first aid
- Lint-free cloths to aid washing
- 20 individually wrapped sterile adhesive dressings (plasters)
- Two sterile eye pads
- Four individually wrapped triangular bandages
- Six safety pins
- Six medium sized individually wrapped sterile unmedicated wound dressings
- Two large sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves
- Microporus tape
- Scissors
- Forehead thermometer
- Face shield
- Finger bandage and applicator

Equivalent or additional items are acceptable.

A member of the office staff is responsible for examining the contents of the first aid containers once a week and re-stock if necessary.

Disposal of Medical Waste

All items which have been in contact with bodily fluids must be placed in the yellow medical waste disposal bags.

Educational Visits

At least one first aider or appointed person is to be present for each coach going on a school trip. Also, there will be at least one travelling first aid container taken per coach. The minimum stock of first aid items for travelling are:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings (plasters)
- One large sterile unmedicated wound dressing
- Two individually wrapped triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

Equivalent or additional items are acceptable (eg. bucket, tissues).