



# GILLINGSTOOL PRIMARY SCHOOL

*Inspire ~ Believe ~ Achieve*



## FIRST AID POLICY

Signed ... 

Name: Dave Llewellyn

Chair of Governors

Date: January 2024

Signed  .....

Name: Caroline Carter

Headteacher

Date: January 2024

## **Rationale**

We endeavour to provide the very best possible care for our pupils, staff and visitors. Using a three-year rolling programme of training, nearly all our staff are First Aid trained in order to deliver this care to the children. Paediatric First Aid qualifications are held by at least two members of staff at any one time. Certificates are held in the School's H&S Folder.

## **Where?**

The First Aid equipment and the area for administering First Aid is in the Medical Room (G122) located off the Entrance Lobby in the Reception Class Corridor (G120). Children are brought here for treatment. If the blind is to be closed for privacy then two members of staff must be present. First Aid boxes are also available in the swimming pool (G002) and in the school kitchen (G013) - the kitchen First Aid box is maintained by the Kitchen Staff and Coombs Catering company.

## **Procedures**

All procedures outlined during First Aid training should be followed. Only staff trained in First Aid should administer First Aid except in exceptional circumstances. Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressings and used gloves should be disposed in the yellow bins or sanitary bins.

Minor incidents and accidents should be dealt with, wounds cleaned and cold compresses applied to bruises 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 School Office and with all class teachers.

Any incident that requires First Aid treatment should be fully recorded in the First Aid Record book (in pen) and a white slip detailing the injury and care needed given to the child. The class teacher should be informed who will be responsible for informing the parent if necessary. This might include requesting that the school office contact the parent.

## **Head injuries**

Parents are to be informed in every case and the child given a 'head injury' letter. Early Years and Key Stage 1 pupils are given 'head injury' sticker. Details are recorded in the First Aid book. The class teacher is informed who **will be responsible for informing the parent**. This might include requesting that the school office contact the parent.

## **Accidents at Lunchtime**

The Lunchtime Assistants are First Aid trained and will deal with minor injuries as above. Any incident that is recorded in the accident book is also reported to the Class teacher or senior staff.

## **Accidents in the classroom**

If an accident happens in the classroom, the child will be dealt with by the staff working in that classroom or help can be requested from the school office if the teacher is working alone. Again, if First Aid is required then it will be recorded in the accident book.

## **Precautions for offsite activities**

Classes leaving the school premises take a First Aid box, and a sick bucket containing essential cleaning aids. A person trained in First Aid will always accompany the children on the visit. For residential visits, a comprehensive medical form must be completed and signed by the parent before the child is allowed to go and any required medication for the week must also be provided – labelled and in date. (See 'Administering Medication' policy)

## **Dealing with Emergencies**

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. Senior Staff will be notified. The parent will then be contacted. 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 the most appropriate member of staff will drive the child to hospital. The child should be strapped into the back seat and another member of staff should sit in the back with the child. Every attempt to contact the parents will be made by the school.

Should the child be transported to hospital by ambulance and the parent not be present, the most appropriate person will accompany the child whilst repeated efforts will be made to contact the parents.

## **Accidents Involving External Bleeding**

Normal First Aid procedures should be followed, which should include the use of disposable gloves. Apply a suitable sterile dressing and pressure pad if needed to stem the blood flow. Cotton Wool **must not** be used in cleaning wounds since it is not sterile and could cause infection. As soon as possible seek medical advice.

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.

Following an accident resulting in bleeding, contaminated surfaces, e.g. tables, or furniture should be disinfected. Splashes of blood in the swimming pool are to be washed down with pool water – the chlorine will act as a very effective disinfectant.

## **Staff Precautions**

As general policy, staff with any cuts or abrasions should cover these with waterproof or other suitable dressings to prevent any infection. Staff must wear plastic gloves at all times while dealing with any incidents involving blood or other body fluids.

## **Waste Disposal**

Urine and faeces should be eliminated or discarded into the toilet in the normal manner. Soiled Waste and Bloods should be disposed of in the sanitary bins. These are collected regularly and the contents disposed of by an outside contractor. In appropriate situations, the school may wash soiled clothes or send them home in a sealed bag.

Bloods/soiled dressings and used gloves should be disposed in the yellow bins.

## **Administration of Medicines**

A record must be kept of all drugs to be administered at school.

A written request must be made on behalf of the child by someone having parental responsibility.

All medicines must be prescribed by a registered medical practitioner, other than over the counter medicines such as simple analgesics which may be administered in exceptional circumstances in agreement with a person who holds parental responsibility.

Medicines from any other source must not be given.

Medicines should be stored in a safe place when not in use. (The main school office or medical room if appropriate)

Schools should ensure that medicines held on the pupil's behalf are 'in date'. If medicines become out of date, parents should be notified and the medicine returned to them.

During school trips or residential visits, any required medications will be held by an identified 'First Aider' who will be responsible for administering or assisting the child with administering the medication and for keeping a full record (time, dose etc.)

## **Asthma Inhalers**

Asthma can be a life threatening disease and attacks can start very rapidly. It is therefore vital that the asthmatic pupils have instant access to their inhalers. It is entirely reasonable to allow pupils to keep their inhalers on their person, in their classroom, or their school bag. In the case of young or immature pupils, inhalers may be kept safely in class in an agreed location. Inhalers should be taken on all school trips, sporting events, cycle training etc.

Use of emergency salbutamol inhalers: From October 2014, schools have been allowed to keep salbutamol inhalers and spacers for use in emergencies. Please see Asthma Policy for further details.

## **Analgesics - (Pain killers)**

Staff should never administer analgesics in school unless they are agreed in advance for specific conditions such as dysmenorrhoea (period pains) or migraine. The appropriate form will need to be completed by the parent. Permission may also be given by parents for staff to administer analgesics in certain identified situations when children are away on a school residential visit.

### **Children with Special Medical Conditions**

Details of all pupils with special medical conditions are shared with all appropriate staff. All other medical conditions are kept on a list by the class teacher. Supply staff are informed.

### **Reporting/Recording Accidents or Injuries (Child and Adult)**

- Any accident or injury that requires first aid must be recorded in the 'Accident Book' in the medical room. The class teacher will use their judgement about informing parents – this is depended on the age of the child and the nature of the injury.
- Any head injury must be recorded in the medical book and a 'Head Injury Letter' completed to inform parents. The 'bumped head' stickers are additionally to be used with younger pupils. The class teacher must inform parents that such an injury has occurred either in person or by telephone.
- Any injury that requires the professional medical assistance (Hospital, Doctor, Paramedic) must be recorded using the electronic system which then reports directly back to South Glos. Council. The school will print and retain a copy of any such reports.