

BENTLEY ST PAUL'S C OF E PRIMARY SCHOOL

POLICY FOR FIRST AID INCLUDING MANAGEMENT OF MEDICAL CONDITIONS



*'Growing together in faith, love and trust, we will
succeed.'*

Date of Policy: January 2015

Date of Review: January 2017

Date Ratified by FGB: Spring 2015

Policy on First Aid Including Management of Medical Conditions

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This care should extend to emergency first aid provision and the administration of medicines to dealing with Asthma and headlice etc.

Purpose

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid and medicines
2. Clearly defines the responsibilities and the staff and when accidents should be reported
3. Enables staff to see where their responsibilities end
4. Ensures the safe use and storage of medicines in the school
5. Ensures the safe administration of medicines in the school
6. Ensures good first aid cover is available in the school and on visits

Guidelines

New staff to the school are given a copy of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority. Safety for the children and adults receiving first aid and safety for the adults who administer first aid.

Introduction

The administration and organisation of first aid and medicines provision is taken very seriously at Bentley St. Paul's. There are annual procedures that check on the safety and systems that are in place in this policy. The school also discusses its first aid and medicines procedures with the school nurse each year. Adjustments are made immediately, if necessary.

First Aid and Accidents in School

Training

All staff are offered emergency first aid training on a regular basis.

All Midday Assistants are trained in emergency first aid annually.

The school always has at least 2 fully trained first aiders, having completed the First Aid at Work course. There are 3 members of staff trained in this area.

The Foundation Stage teacher and Assistant have completed the paediatric first aid course.

There should always be a trained first aider on the school premises at any one time.

Appointed Person for First Aid

The appointed person for First Aid is Mrs Louise Wood. She is the first point of contact for taking charge when someone is injured or hurt and she looks after the restocking of first aid materials. In the absence of Mrs Wood, the other staff first aiders are available to assist with accidents or incidents.

First Aid Kits. Plasters and Medi-wipes

All MDA have an emergency medi-kit on their person during the lunch hour and one member of the team is dedicated to administer First Aid during the lunch hour.

Basic first aid kits are available for staff to take on all visits outside school. Plasters and medi-wipes are available for use, based on the instructions outlined in the information on cuts and abrasions below.

Cuts and Abrasions

The nearest adult deals with small cuts and abrasions. Open cuts can be covered by a non-alcohol based medi-wipe. Allergy free plasters can be applied if parents have given permission. This will be ascertained by a letter sent to all current parents and new parents. The decision to apply a plaster must be made in the school office and plasters will be obtained from the stock in the office. Minor cuts do not need to be recorded in the accident file.

Any first aider can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Major cuts should be recorded in the accident file and parents informed.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES. All clinical and blood waste is disposed of in the clinical waste disposal bin situated in the school office and marked with a yellow bag.

Accident and Incident Reporting

Introduction

It is essential that we establish absolute clarity about the reporting of accidents and incidents occurring within the working environment of Bentley St. Paul's Primary School. These guidelines are intended to provide a clear accident and reporting protocol for all staff. The essential purpose of accident reporting is that information can be obtained regarding the cause of the accident or incident and action can be taken to prevent accidents or incidents of a similar nature occurring in the future.

Responsibilities

It is the responsibility of all employees to follow the accident and incident reporting procedure set out in these guidance notes. It is the Head's responsibility to regularly monitor the reporting procedure and ensure that relevant forms are kept securely and confidentially to comply with the Data Protection Act.

The Reporting Process

The reporting mechanism will be different dependent on whether the accident happens to employees or non-employees.

When should parents be called?

Parents should be called whenever: -

An ambulance is called

There is a head injury of any nature

There is any possibility of a broken bone

The child is in distress for more than 10 minutes

The parents have specifically requested to be told about very minor injuries

Accidents to Employees

If an accident occurs that involves an employee of the school, this must be recorded on the Essex County Council Accident Form kept in the school office.

This must be written by the person reporting the accident with section C being completed by the head teacher. The finance and personnel officer will send the appropriate forms on to Essex County Council. These accident reports have to comply with the Data Protection Act, so thus have to be filed in a secure place away from general access. A copy will be kept in the school office.

Accidents to Non-Employees

This type of accident will be the most common, as it includes accidents involving pupils. Non-employee means pupils, adult visitor, workman, or parent.

All accidents will be recorded in the accident report book kept in the school office. A copy of every accident will be sent home to parents.

Mid Day Arrangements

The mid day team will always have an appointed first aider to deal with routine accidents. They will complete the accident report book. Any serious accidents will be brought to the attention of the schools first aider or the senior management team (Head teacher, deputy headteacher or assistant headteacher). At the end of lunchtime the midday first aider will hand over the lunchtime accident book and report any accidents of concern to the school secretary.

Bumped Heads

It will be appreciated that accidents to heads require a specific reporting and monitoring procedure. Minor accidents to heads should be entered in the accident report book, and a bumped head letter should be sent home. Bumped heads should be reported at the main reception desk. It is the admin assistant's job to type out the letter using the standard letter held on the admin network . Teachers and TAs must try to link up absences with bumped heads if at all possible.

Calling the Emergency Services

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's or adult's name
3. The age of the child or adult
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle into 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.

Medicines in School

What can be administered?

No member of staff is expected to administer medicines in school. If children bring in any medicines to school, the medicine must be sent to the School Office for return to the parent.

If children have to take a short course of medicine requiring them to take medicine in school time, parents must come up to school to administer the medicine or sign a consent form.

Only in exceptional circumstances can medicine be administered. This will be undertaken by a designated person who is acting on written instructions from parents.

Asthma and other medical problems

At the beginning of each academic year, any medical problems are shared with staff and a list of these children and their conditions is kept in the class register. New photographs and signs are made of children with **severe** medical problems requiring immediate action, such as extreme allergic reactions, epilepsy etc. These signs and notices are displayed,

1. In the staffroom
2. In the school office

Epipens and anaphylaxis shock training

If there are children in the school requiring epipen emergency treatment due to severe allergic reactions, relevant staff will be trained in their use and the epipen kept in a safe and easily accessible and secure location in the school office. Parents have to inform the school in writing about the condition and supply of the correct epipen,

Epipen training is carried out annually for all staff members.

Inhalers

If a child requires an inhaler on a frequent or occasional basis in school, parents need to notify the school in writing and supply the necessary inhaler with the child's name clearly marked on it. This will be kept by the child's teacher and the child allowed to use in the presence of an adult, on the agreed basis. These are in the school office. OTHER ASTHMA SUFFERERS CANNOT SHARE INHALERS. Key Stage 2 children are responsible for their own inhalers.

In the event of a child having an asthma attack, who has no inhaler, the parents must be sought quickly by phone to give permission for the administration of someone else's inhaler. If parents cannot be located, then the emergency services will be contacted and they would give permission for the sharing of the inhaler.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child has headlice parents will be informed. When we are informed of a case of headlice in school, we send a standard letter to the class where the case has been identified.

Vomiting and diarrhoea

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 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. In this case another adult would be present and we would ask the child if it was alright.

If children have any contagious infections they will need to stay off school for a prescribed period of time. The Headteacher or school office will advise timescales.

Policy for Children with Known Medical Conditions

It is the responsibility of parents to notify the school immediately with current information about serious medical conditions. This must be in writing and permission must be given if the administration of emergency medical treatment, such as epipens, is necessary.

The information will be shared as outlined in our procedures contained in this document.

Policy for Safe Working with Clearing Vomit and Blood

It is the Site Supervisor's responsibility for the safe cleaning of vomit and blood accidents. He must use plastic safety gloves and the appropriate materials for clearing up the spillage and leaving the area soil free and safe.

In the absence of the site supervisor, other members of staff may be asked to safely clean the affected areas using the approved materials and wearing plastic safety gloves. Sick buckets should be situated within all classes containing the appropriate cleaning materials.

All contaminated blood waste should be disposed of in the yellow bin situated inside the school office.

Care Plans

The school will maintain care plans for children with more significant needs. These will be updated annually and kept in the school office. Staff will be updated annually on the register of children with care plans.