

COLLEGE ROAD PRIMARY SCHOOL



College Road
Primary School

First Aid Policy

Our Statement of philosophy

Hand in Hand For The Next Step

We are here to embrace each child's individuality and to provide exciting opportunities which enable all members of our school community to reach their full potential.

First Aid in School policy

Rationale : To establish a coherent approach towards accidents and First Aid within school.

To help ensure the healthy well being of staff and pupils.

Purposes : To ensure all staff are fulfilling the legal requirement in regard to the reporting of accidents.

To put into practice the LA requirements on aspects of First Aid.

To ensure all staff are aware of the First Aiders within School.

To ensure that all staff are aware of how to deal with minor accidents.

To ensure that all staff are aware of the position of First Aid boxes and equipment.

To help prevent the deterioration of the condition of any patient.

To ensure that all staff are aware of the contents of a First Aid box for School Trips and have some basic knowledge of their use.

- Guidelines* :
- Be aware of basic hygiene procedures
 - wash hands
 - use gloves when dealing with wounds, vomit, urine etc.
 - do not touch wounds etc.

First Aiders within School are:

Mrs L Clements

Miss T Wills

Mrs A Blom

Mrs J Potter

Mrs J Harris

Mrs R Coy

Miss E Barnes

Mr G Macleod

Miss G Coker

These members of staff should always be called upon in the first instance.

The majority of the rest of the TAs and teachers have had some '1 day' first aid training in emergency paediatrics too.

Consult First Aider if:

- any assistance is needed
- there is any question of broken limbs etc. (do not move patient)
- if you consider the child might be shocked
- the child bumps his/her head

Keep an up-to-date list of children with specific medical problems and how to treat them in an emergency.

No child should deal with another child's injury.

A child can deal with his/her own minor injury.

All injuries requiring treatment, whether to children or adults, must be recorded using the appropriate forms.

All injuries requiring overnight hospital care or broken limbs should be reported to Plymouth City Council on Form BR41.

A First Aid box taken on a School trip should contain the following items: 2 medium dressings, 1 sterile eye pad, 10 individually wrapped plasters, 1 triangular bandage, 2 large dressing for a serious wound, 2 safety pins, mediwipes (or similar), scissors, tweezers, (made sterile if possible), water.

If any child requires Medical Aid contact with the parent/guardian should be made as soon as possible.

If parental transport is not available telephone for ambulance or take child to hospital in staff private transport, if sufficiently insured, and accompanied by a first aider.

If child feels unwell within the classroom staff will use knowledge of the child and common sense to determine immediate procedure. Consult First Aider if unsure. Obviously if child is definitely unwell parents will be contacted. Otherwise sit child in quiet area to see if situation improves.

Ensure that all, except minor incidents, are reported to parent using school first aid form.

If a pupil sustains a head injury the first aider will inform the pupil's teacher and a note to that effect goes home.

Administration of Medicines:

All administration of medicines will be carried out in accordance with the 'Administration of Medicines in Educational Establishments' guidance published by PCC in April 2008.

Pupils who have medication may have the medication administered in school if the parent has completed an 'Administration of Medicine' form. The first aider will normally be the person to administer the medication.

In line with recent regulations, the school now keeps emergency blue inhalers and spacers. All children who have been diagnosed with asthma can be given an emergency inhaler as required, if parental consent has been given.

Medicine, to be taken home, will not be given to any child but it can be collected from the school office at the end of the school day.

The person administering medication will complete an 'Administration of Medicines' form.

Defibrillator:

Should anyone require resuscitation, the defibrillator is situated to the right of the photocopier and can be used by any of the defibrillator trained first aiders.

June 2017