

# Flushing C of E Primary School - First Aid Policy

## **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.

## **Purpose**

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid.
2. Clearly defines the responsibilities of the staff.
3. Enables staff to see where their responsibilities end.
4. 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.

The newsletter will be used to update parents about safety issues. Clothing or footwear that is considered to be an accident risk will be identified, for example:

- Children must wear secure footwear (open slipper style slip on shoes do not give enough grip or protection in a playground situation. They are also not suitable for most educational activities).
- Long hair must be tied back with a suitable band or grip. The hair should be clear of all other items that could get caught or cause another child an injury.
- Rings, bracelets and other forms of jewellery are not allowed in school.

## **Training**

All staff are First Aid trained. One member of the Starfish is trained in Paediatric First Aid, as well as one member of Thumbs Up Club. The training is every 3 years.

## **Conclusion**

The administration and organisation of first aid is taken very seriously at Flushing C of E Primary School. The accident file will be regularly inspected by the head teacher and information analysed for accident patterns and possible hazard areas in the school.

### First Aid Policy Guidelines

#### ***First aid kits***

A first aid kit is hung up and available in all classrooms and supplies stored in the library. Kits are maintained by the staff as they use them and checked before going on school trips. Jane McLean orders supplies in reaction to shortages identified by staff.

#### ***Cuts***

Small grazes that are not bleeding should be cleansed with water. If it starts to bleed or is a larger bleeding cut it should be covered after it has been cleaned/treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Parents must tell the school if their child is allergic to plasters and provide information on alternative dressings. More severe cuts (continue to bleed/deep/multiple cuts) should be treated by a trained first aider. Small grazes do not need to be recorded in the accident file. Anything that requires a plaster or above should be. A copy of the accident form should be sent home if approved by the headteacher/teacher in charge.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES. All blood waste is disposed of in the bin, located in the staff toilet.

### ***Bumped heads***

Any event/accident that causes damage to the head (leaving a cut, no injury but complaint of dizziness/feeling unwell, graze or any kind of inflammation) no matter how minor is treated as serious (if in doubt staff should consult with the headteacher). This type of injury should be treated with an ice pack. Parents and guardians must be informed BY TELEPHONE as soon as possible if the head injury is causing concern (dizziness/vomiting/swelling ect). A description of what happened and the injury should be given to the parent. The parent should be given the option to come in and see it for themselves and decide whether they need to take the child home or see a doctor. If the injury is considered to be more than minor by the head teacher (or teacher in charge), then the school will insist that the child is taken home. The child's teacher and headteacher should always be informed and a close eye should be kept on the progress of the child until he/she is collected. ALL head incidents (as described above) should be recorded in the accident file kept in the office, a photocopy should be given to the class teacher and parents (with the head injuries information sheet on the back).

### ***Accident file***

The accident file is located in the office, next to the pupil contact book. Each year there is a new file. Old files are stored in the school office.

Every accident requires a new accident sheet and they are stored in chronological order.

For major accidents (requiring treatment from doctor/hospital), a further county form must be completed online within 24 of the accident. These forms need to be signed by the Headteacher, a copy taken and placed in the child's section and the original copy forwarded to county.

To track children who cause accident write their initials in the place indicated on the form that is retained in the office (not on the one sent home).

### ***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 name
3. The age of the child
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 services to the child.

If the casualty is a child, their parents should be contacted immediately and given 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.