



Ysgol Gynradd Hywel Dda Primary School

First Aid Policy

As a Rights Respecting School, we promote the values and principles of the UNCRC. This policy promotes and enables children to access:

Article 24: Your right to see a doctor if you are ill

1. The Health and Safety at Work Act requires first aid provision to be made for all employees.
2. The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
3. School staff have a professional and moral duty to safeguard the health and safety of the pupils in their care and this implies first aid provision.
4. There is a designated person to have responsibility for first aid. Currently this is Mrs Hooper. Trained first aiders are Mrs Hooper, Mr Wheeler, Mrs Loane, Miss Elkins, Mr Adams and Miss Ellaway, who may on occasions consult with other members of staff.
5. The designated person must have an up to date First Aid Qualification, ie having attended a recognised course no more than three years ago.
6. All other staff should have current First Aid Training. Allowance for this should be made in school's Continuing Professional Development budget.
7. The designated person is responsible for maintaining a good supply of the recommended first aid equipment.
8. All staff may be expected to attend to minor injuries as they occur.
9. A written record is kept for all significant injuries treated by a first aider listed above. This is kept in the first aid areas in FP and KS2.

Procedures

In school:

- In the event of injury or medical emergency, if possible contact the appointed First Aider(s) or other teacher.
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE. THE PATIENT SHOULD NOT BE MOVED.
- Any pupil who has been injured, except in the case of minor cuts and grazes, needs to be referred to a qualified First Aider(s) to inspect and, where appropriate, treat.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by all members of staff.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions;
Exposed cuts and abrasions should be cleaned with a sterile wipe.
Disposable gloves should be worn.
Hands should be washed before and after administering first aid.
- First Aid kits are taken on educational visits.
- All relevant staff will be trained in any aspects of First Aid e.g. asthma, epilepsy, diabetes, anaphylaxis.
- All staff will ensure that they have read the school's First Aid Policy.

First Aid Boxes

First Aid Boxes are located in:

- Medical room
- FP corridor and nursery
- First Aid Boxes should contain: antiseptic wipes, micropore, scissors, triangular bandage, wound dressing/bandage and gloves.

No medicine/tablets are to be kept in the first aid boxes.

Out of School:

- The Headteacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit
- A Risk Assessment must be carried out (Educational Visits - Evolve)
- Teachers will take a MOBILE TELEPHONE on trips out of school
- Teachers to check that pupils who need medication must carry their medication with them (pupil or responsible adult).
- If the trip is via Minibus or coach, teachers must take a first aid kit.

Action at an Emergency (To be undertaken by trained First Aider)

- Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe.
- Assess the casualty for responsiveness: Does the casualty respond?

IF THERE IS NO RESPONSE:

- ❖ Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
- ❖ Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and start compressions.
- ❖ Assess for signs of circulation. Look for breathing, coughing or movement. If present, check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).
- Look at injury: Is there likely to be a spinal injury? If a spinal area is suspected the casualty should not be moved.

Incident Reporting

- Parents are informed of a head injury by the accident report. The letter outlines the injury and symptoms to look out for.
- First Aiders contact parents by phone if they have concerns about the injury.
- Staff should complete an accident report form if they sustain an injury at work.
- An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.
- The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines

- a) Our trained First Aiders and other responsible adults administer medicines. Before any of these medications are given, written permission from parents must be given.
- b) **Antibiotics** – NB antibiotics will not be administered in school within the first 48 hours of administration.
- c) Antibiotics that are prescribed on a three dose per day will not be administered in school.

Body Spillages

- Protective gloves must be worn in all circumstances. (Protective gloves are stored in first aid boxes and body spillage kits).
- All body fluid spillages (Vomit, diarrhoea and blood) must be cleaned immediately. (Spillage packs and steam cleaners are on site; one in the cleaning cupboard, one in the FP art cupboard). Ordinary rubber gloves (located with Body Spillage granules in the First Aid Packs) are suitable for dealing with spillages. They must be kept for this purpose only. Following use, gloves must be rinsed and left to dry and then returned to the body spillage kit)
- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into paper. Clean the affected area with the steam cleaner and leave to dry.
- Single use latex gloves should be available for first aid and hygiene care procedures (these are available in the spillage kit and first aid areas). Once spillages have been put into newspaper, hands must be washed and dried after removal of protective gloves.
- Once spillages has been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal.

