



Policy for First Aid

School First Aiders

- ✓ Three staff: Mrs Brown, Miss Begum and Miss Jeynes are fully first aid trained in school and have an up to date certificate in First Aid at Work.
- ✓ All of the support staff including dinner supervisors have an up to date certificate in Emergency first aid. See appendix A for full list of First Aiders.
- ✓ In Early Years Mrs Noble, Mrs Begum and Miss Petrie have a Paediatric First Aid certificate.
- ✓ All first aiders attend updates and retraining courses as required.
- ✓ There should be at least one fully trained First Aider and Paediatric First Aider on the school site during the school day.
- ✓ On all school visits at least one member of staff who is a qualified emergency first aider. For visits with under 7s there will always be a fully trained Paediatric First Aider.

First aid kits

First aid kits are stored in each bay, school office and the SLT room.

Mrs Brown is responsible for ordering first aid resources. All staff are responsible for alerting Mrs Brown if stocks need replenishing or are out of date.

Standard PPE

Plastic gloves must be worn when providing first aid. Plastic aprons are also available as needed.

Basic First Aid

The following basic first aid procedures can be carried out by all trained staff (to emergency first aid as a minimum). If in any doubt about the severity or best treatment option then one of the full First Aid At Work trained first aiders should be consulted and consideration given to the need for professional medical treatment.

Parents/carers are always informed as soon as possible by phone of anything that may need follow up medical treatment.

Parents give their permission annually for their child to have basic first aid including plasters. Information on allergies (including plasters) is available near the first aid boxes as appropriate.

Cuts/Minor Grazes

- ✓ All open cuts/ grazes should be covered after they have been cleaned.
- ✓ Plasters should be applied to those children where consent has been given.
- ✓ Children who are allergic to plasters will be given an alternative dressing.
- ✓ Any first aider can treat more severe cuts, but a fully trained first aider must attend the patient to give advice.
- ✓ All medical waste is bagged and disposed of in the yellow nappy/sanitary bin.

Head Injury

- ✓ Any bump to the head, no matter how minor is treated as serious. All head bumps should be treated with an Ice pack and close monitoring.
- ✓ In most cases parents/carers should also be informed by phone.
- ✓ The child's teacher or class cover will monitor the child if they are well enough to return to class and inform the allocated first aider of any concerns/symptoms of concussion.
- ✓ **ALL head bump incidents should be recorded on the appropriate accident record and signed by parent/carer on collection.**

Possible Sprains

- ✓ Injury elevated and supported and ice pack applied. If the patient is still experiencing pain after 10 minutes then a full first aider must be consulted and consideration given to the need for medical treatment.

Splinters

- ✓ Splinters are covered with a plaster/ dressing and parents/carers informed.

Nose Bleeds

- ✓ Patient should be seated and lean forward, pinching nose until the bleeding stops.
- ✓ A full first aider should be consulted if the nose bleed lasts longer than 10 minutes without stopping.

Choking

- ✓ Instruct the adult or child to cough.
- ✓ If coughing becomes ineffective give back blows. Firstly, shout for help. Lean the adult/child forwards then give 5 sharp blows between the shoulder blades with the heel of your hand.
- ✓ If the obstruction is still not cleared repeat steps as above.
- ✓ Ask someone to call 999/112 for emergency help, but don't interrupt the treatment while the adult/child is still conscious.
- ✓ If the child/adult become unconscious START CPR.

Accident Records

- ✓ Where first aid is given it is recorded on an accident record sheet.
- ✓ The accident record includes details of the injury, the name of the first aider and time /date of the accident.
- ✓ Record sheets are passed to the class teacher/ class cover for information and to show to the parent/carer at home time. Parent/carer to sign to confirm sight of the record.

- ✓ Accident records are stored in a file in each bay area and in the SLT room depending on where treatment took place.
- ✓ Where a child needs medical treatment one of the First Aiders will prepare a first aid overview for parent/carers to hand to the medical professionals. This document is kept in the SLT room.
- ✓ **RIDDOR** For more serious injuries a Sunderland City Council Accident Form (IR1) will be completed by the Headteacher/Business Manager. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations make the reporting of certain accidents a legal requirement. RIDDOR reportable injuries, deaths, diseases and certain other events must be reported (usually online) within specific timeframes.

Emergency Care

In the case of more serious medical accidents, it is the decision of the fully trained first aider, in consultation with the Headteacher, to decide whether the emergency services need to be called.

- ✓ Children with more complex medical conditions have an agreed medical care plan so all staff are clear about when to call the emergency services.
- ✓ For potentially serious fractures an ambulance will be called because of possible risk of vascular damage.
- ✓ All staff support and assist the trained first aider in their decision and will be deployed by the Headteacher: to meet the ambulance, phone the parent/carers, staff the office as needed.
- ✓ A mobile phone may be used to ring 999 if attending an accident through the school so the First Aider can speak to the emergency services and observe the patient at the same time.
- ✓ If the casualty is a child, their parents should be contacted immediately.
- ✓ If the casualty is an adult, their next of kin should be called immediately.
- ✓ All contact numbers for children and staff are located in the school office.
- ✓ If a parent is not available when the ambulance is leaving the school, either a full first aider or a senior member of staff will accompany the child in the ambulance.