



First Aid Policy

Introduction

We believe that:

- If and when accidents happen prompt action needs to be taken to care for the person(s) involved.

It is important to note that our aim is always to prevent accidents from happening. However, we acknowledge that, for whatever reason, accidents can and do happen.

General Procedures

- Basic first aid boxes and accident forms are kept in each classroom and the hall and larger first aid boxes are kept in the Dining Room and Year 2 classroom for Midday Supervisory Assistants (MSA's) to use on the playground. A sports medical kit is also kept at the exit to the field in the KS2 building. A more comprehensive first aid kit is kept in the school office and the kitchen area. First aid pouches are also available at the School Office for class trips/visits. First aid boxes must be clearly marked and may only contain agreed items. (*Equipment Appendix 1*)
- First aid kits must be kept fully stocked from supply in the office.
- A record must be kept of any first aid administered; forms are kept with all first aid kits and must be handed in to the office these records will be kept in the school accident book (*Accident Form Appendix 2*)
- The Headteacher will check the first Aid book every half term and monitor each incident for patterns (removing any hazards which should arise).
- In any situation where the skin has been broken rubber gloves should be worn before administering first aid to prevent the spread of infection.
- Only hypoallergenic plasters may be used, these may be applied to cuts, etc. to stop bleeding. Use of plasters should be recorded on the Accident Form.
- If resuscitation is necessary a resuscitation mask should be worn, these are found in all first aid kits.
- Paracetamol and other pain killing drugs may **not** be given unless a medical permission form has been signed by the parent/carer.
- Children must not be sent into school with any medication. Parents may authorise the administering of a specific medicine but all medication must be given in by an adult and collected by an adult. (**for more information see the Medicine Policy**)
- Red emergency cards are kept in the dining room, D&T room and classrooms to alert the office of an accident requiring assistance.

In the Event of an Accident

The following outlines the procedure to be followed when accidents occur:

1. Minor accidents that may occur, for instance, on the playground, that might involve such things as a grazed knee, elbow or hand can be dealt with by either the teaching assistant or teacher on duty or by one of the midday supervisors (if the accident occurs at lunchtime). Initial treatment can be carried out in the dining room for KS2 children; Early Years setting/classroom for FS/KS1 children. That person must decide whether further treatment is necessary and if so must send the child to the designated first aider in the school office. The child must be accompanied either by an adult or if appropriate another pupil. All head injuries however minor must be dealt with by the designated first aider.
2. If a more serious accident occurs requiring first aid, the designated first aider should either be summoned to the scene of the accident, or the person involved in the accident taken to the school office. The first aider will need to assess whether:

- a. an ambulance needs to be called.
 - or
 - b. a parent /guardian/next of kin should be informed of the accident immediately
3. A record must be made of all accidents requiring treatment by a first aider. Accident forms are kept with every first aid kit and must be added to the Accident Book on completion. The Accident Book is located in the school office.
4. Information slips and bumped head letters are also to be found in the Accident Book informing parents of the nature of the accident and the treatment administered. These must be given to the child to take home that day. (Parent notification letters Appendix 3)
5. If there is any doubt about the nature or severity of an injury, the parents/carers/next-of-kin should be informed immediately and advice sought as to the course of action to be taken.
6. If the injury is clearly serious an ambulance should be summoned and the parents/carers/next-of-kin informed. In these circumstances the designated first aider or other member of staff must accompany anyone under the age of 18. A copy of the emergency contact /medical condition form must be given to ambulance staff.
7. The Head Teacher should be informed of any serious accident/incident immediately.
8. All cases of serious accident require a form, issued by the Hertfordshire Education Authority, to be completed. This should be done as soon as it is practicable to do so after the accident whilst events are still fresh in the mind.

In all situations, common sense should prevail!

Training

All Staff are trained in basic first aid and are able and responsible for administering basic first aid should the need arise. Key staff are also trained in paediatric first aid including the school secretary, Early Years' teachers and all Extended Schools' Managers. **The school secretary is the designated first aider within Shepherd Primary School.**

Accidents whilst on Class Trips / Visits

The teacher in charge of any school trip must consider the safety of the children above all else.

Class trips / visits fall into two categories:

- © Day Trips
- © Residential Trips

Day Trips

The same procedures, in terms of administering first aid, should be followed as they would be if the accident had occurred in school. The teacher in charge should of course take advantage of any first aid expertise and/or facilities available at the visit site as appropriate.

If a serious accident occurs the teacher in charge must make an assessment at the time, taking appropriate advice from others, as to the course of action. If an ambulance is summoned the school should be informed at the earliest possible opportunity so that parents /carers/next-of-kin can be told.

Residential Trips

A medical form should be completed by parents before any residential trip takes place informing the school of any medical condition that a child may suffer from. The form should

also give the teacher in charge discretion to administer medicine should it become necessary during the trip.

Care of equipment

The contents of first aid kits must be checked at least termly to ensure the contents are available and in date. To aid this procedure there is a checklist inside every first aid box and a check box for signing on the outside of the case. This is reviewed at each Health and Safety Audit.

Review and Monitoring

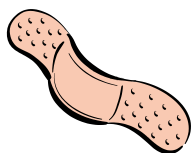
This policy will be reviewed every 3 years or sooner if necessary

Equipment



Classroom First Aid Kits

- First Aid Leaflet
- Assorted Plasters
- Triangular Bandages
- Dressings (M/L)
- Rubber Gloves x 5 Pairs
- Face Shields x2
- Moist Cleansing Wipes x10
- Gauze swabs x10
- Forehead Thermometer
- Sick Bucket



Office First Aid Kit

- First Aid Leaflet
- Rubber Gloves
- Assorted Plasters
- Moist Cleansing Wipes
- Face Shields
- Bandages
- Thermometer
- Sterile dressings
- Sling
- Cold compress
- Various dressings
- Sterile Eye pads
- Eye wash
- Ice Packs
- Hypoallergenic microporous tape
- First aid blanket
- Scissors (blunt ended)
- Clinical Waste Bag



MSA First Aid Kits

- Rubber Gloves x 5
- Assorted Plasters x 10-20
- Face Shields x1
- Gauze x 10
- Sterile Dressings x 10
- Sling x 2
- Bandages x 3



Accident/Incident/Hazard/Illness record

Area:

Ofsted's regulations now state that we must keep a record of ANY first aid treatment given, under these headings. These must be readily accessible at all times. Please also indicate where damage to property has occurred or a possible hazard is present.

Date	Time	Name of child/adult injured	Place of incident	Accident/Incident				Details of accident/incident/hazard/illness or injury and first aid given if any.	What happened afterwards?			Letters		Signature of adult who dealt with incident.	SLT ✓
				Serious ✓	Concern ✓	Minor ✓	Damage or Hazard ✓		Cold Compress ✓	Plaster ✓	— i.e. went home, went back to class, went to hospital etc	Accident ✓	Head ✓		

Serious Incident- Incident requiring hospital treatment

Concern Incident- Concerning incident requiring in-school treatment, possibly requiring parent being contacted

Minor Incident- Incident requiring very minor in-school treatment

Damage or Hazard- damage to property has occurred or a possible hazard is present. Please include details.

Please File in **Accident/Incident/Hazard/Illness Folder** at the end of each day.

Date:

Time:

Dear Parents

.....has bumped their head at school today.

Basic first aid has been administered.

Please look out for signs of concussion. The symptoms of concussion may include:

- Headaches,
- Dizziness
- Nausea
- Vision disturbance
- Poor balance
- Confusion
- Memory loss or difficulty remembering things
- Poor concentration
- Tiredness

If you have any concerns please contact your GP.

Yours sincerely

School Office
Shepherd Primary School

Date:

Time:

Dear Parents

..... has injured his/her at school today.

Basic first aid has been administered.

If he/she should complain of any discomfort or pain please contact your GP.

Yours sincerely

School Office
Shepherd Primary School

Item Checklist for Classroom First Aid Kits

Office First Aid Kit	
First aid leaflet	1
Assorted plasters	20
Triangular bandage	2
Medium dressings	6
Large dressings	4
Disposable gloves	10
Pocket Mask/face shields	2
Antiseptic Wipes	10
Gauze swabs	10
Forehead Thermometer	1
Microporous tape	1
Sick Bucket	1

First Aid Check Grid

Check Due: Jan 2011	Check Due: Jan 2012	Check Due: Jan 2013
Checked by:	Checked by:	Checked by:
Date:	Date:	Date:
Check Due: Apr 2011	Check Due: Apr 2012	Check Due: Apr 2013
Checked by:	Checked by:	Checked by:
Date:	Date:	Date:
Check Due: Sep 2011	Check Due: Sep 2012	Check Due: Sep 2013
Checked by:	Checked by:	Checked by:
Date:	Date:	Date: