

First Aid Policy

The First Aid procedure at The Shrubbery School is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the **team** consists of **qualified First Aiders** and **not** trained doctors or nurses.

In the even of an accident all members of the staff should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for pupils, staff and visitors.
- To ensure that all staff are aware of the system in place.
- To provide awareness of Health and Safety issues within school and on school trips to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of staff who are in possession of a valid First Aid certificates

Arrangements for First Aid

Materials, equipment and facilities

The School will provide materials, equipment and facilities

The location of first aid containers in the school are:

- In the Y2bungalow on shelf
- In Junior building at entrance
- In corridor in front of the Hall
- In Nursery – cupboard above children’s disabled access toilet.
- In staffroom under sink.

- In Infant 1 by sink
- In Infant 2 on shelf by telephone

These should contain:-

- 20 individually wrapped sterile adhesive dressings (assorted plasters)
- 1 sterile eye pad.
- 2 triangular bandages
- 2 crepe bandages
- 1 roll of micropore tape
- 4 un-medicated dressing pads with bandage attached
- 1 packet of gauze pads
- Packet of disposable gloves
- Scissors

The contents of the first aid boxes will be checked on a regular basis.

If supplies are running low when used by other members of staff it is their duty to inform the relevant First Aider. There is a list on each of the First Aid cupboards providing a list of equipment to be kept in each of the boxes.

The School will:

- Ensure that qualification and insurance (provided by the school) are always up to date.
- Ensure that First Aid cover is available throughout the working hours of the school week.
- First Aiders will always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that first aid kits are adequately stocked and always to hand.

- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly by informing the school office.
- Ensure that a child who is sent to hospital by ambulance is either:-

Accompanied in the ambulance at the request of paramedics.
Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however an appropriate person should be sent.
- Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given. School Accident Books must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves and every dressing etc be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in the bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

Using First Aid Equipment

- All members of staff can treat children using basic first aid.
- Disposable gloves must be worn when dealing with bodily fluids.
- Only gauze and water must be used to clean grazes.
- Anything more serious must be looked at by a qualified First Aider – This includes all head injuries or severe bleeding.
- All accidents must be reported into an accident book.

Out of School

Where pupils are travelling out of school a portable first aid kit must be carried. This needs to be checked by a First Aider before taken and should include:

Antiseptic wipes;

One disposable bandage (not less than the 7.5cm wide);

Two triangular bandages;

One packet of 24 assorted adhesive dressings;

Three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm);

Two sterile eye pads with attachments;

Instant ice-pack;
Twelve assorted safety pins;
One pair of rustless blunt-ended scissors;
Micropore tape

TEACHERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
 - Be aware of specific medical details of individual pupils.
 - Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
 - Send for help to the office as soon as possible either by person or telephone ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
 - Reassure, but never treat a casualty unless staff are in possession of a valid First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
-
- Send a pupil who feels generally 'unwell' to their respective class teachers.
 - Ensure that they have a current medical consent form for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
 - Have regard to personal safety.
 - Please use the emergency red card system to get help from another adult.

OFFICE STAFF will

- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.

- Send students who simply do not feel well to their respective Class teachers.
- **NOT** administer paracetamol or other medications unless parent has given permission.