

Warberry CE (VC) Primary School

Policy for First Aid

At Warberry School we endeavour to provide the very best possible care for our pupils. Many of our Teaching Assistants and Mealtime Assistants are First Aid trained in order to deliver this care to the children.

Who?

Mrs. S.Rudge - Classroom Assistant - **Appointed person for First Aid**

Mrs. S. Rudge orders First Aid equipment and ensures that the First Aid cupboard and boxes are correctly stocked.

Staff with First Aid Training:

Trained members of staff

Mrs. R. Griffin - Headteacher

Miss. A. Barnes - Teacher

Mrs. S. Rudge - Teaching Assistant

Mrs. T. Walliss - Nursery Nurse

Mrs. L. Bartlett - Teaching Assistant

Mrs. M. Farkins - Teaching Assistant

Mrs. S. Russell - Teaching Assistant

Mrs. S. Clark - Teaching Assistant

Mrs. T. Bowden - Teaching Assistant

Mrs. J. Ginley - Teaching Assistant

Mrs. B. Hambis - Teaching Assistant

Ms. B. Kerbyson - Teaching Assistant

Mrs. J. Pengelly - Teaching Assistant

Ms. E. Roberts - Teaching Assistant

Mrs. S. Clark - Teaching Assistant

Mrs. C. Corley - Teaching Assistant

Mrs. Y. Ellery - Teaching Assistant

Mr. A. Gibbs - Network Manager

Mrs. D. Heatley - Teaching Assistant

Mrs. T. Lewis - Teaching Assistant

Mr. B. Wright - Caretaker

Mealtime Assistants

Mrs. T. Smyth

Mrs. Dronfield

Mrs. L. Johnson

Ms. J. Hilton

Miss. T. Park

Mrs. V. Porter

Mrs. M. Taylor

Mrs. S. Womsley

Ms. B. Kerbyson

Mrs. J. Pengelly

Mrs. C. Corley

One named Teaching Assistant is on First Aid duty at KS1 and KS2 playtimes.

Where?

The First Aid equipment and the area for administering First Aid is in the Key Stage 1 practical Area. Children are brought here for treatment. First Aid boxes are also held at the end of the Key Stage 2 corridor and in the Cedars. The First Aid box is taken to the KS2 playground for minor injuries at playtime and lunchtime.

Procedures

Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of in the sanitary boxes in the staff toilet. Minor incidents and accidents should be dealt with, wounds cleaned etc and the child returned to the playground when possible and practical.

An up-to-date list of child medical conditions, asthma etc is kept in the medical cupboard in the practical area.

More serious accidents should be recorded in the First Aid Record book and a white slip detailing the injury and care needed given to the child. The class teacher should be informed.

Head injuries

Parents to be informed by telephone in every case and the child given a red letter. The child must keep the red letter visible at all times so that teachers and assistants know of the injury. Parents are encouraged to collect their child from school. Details are recorded in the First Aid book. The class teacher should always be informed.

Accidents at Lunchtime

The mealtime Assistants carry antiseptic wipes, and plasters in their pouches and deal with minor accidents on site. More serious cases are brought to the First Aid treatment area.

Accidents in the classroom

If an accident happens in the classroom, the child will be dealt with by the TA working in that classroom.

Precautions for offsite Activities

Classes leaving the school premises take a First Aid box, and a sick bucket containing essential cleaning aids. A person trained in First Aid should accompany the children on the visit.

Dealing with Emergencies

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted.

If a child needs hospital treatment in a non urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, then a member of staff, probably the Headteacher will drive the child to hospital. The child should be strapped into the back seat and another member of staff should sit in the back with the child. Every attempt to contact the parents will be made by the school.

Hygiene Control Guidelines

1. The number of HIV carrier children in schools is at present small.
2. Current evidence indicates that children identified as HIV carriers do not present a risk to other children or adults in the ordinary school environment.
3. It is advisable to follow the Hygiene Control Guidelines recommended by the DfES listed below in all instances to provide protection against a range of infections to which staff in schools may be exposed.

The following is the basic hygiene procedure recommended by both Union and the DfES, which should be put into operation in all instances against a range of infections which teachers in schools may be exposed to.

Personal Hygiene

Razors, toothbrushes or other implements which could become contaminated with blood must not be shared

Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.

Sanitary towels should be placed in the disposal bins provided.

Tampons may be flushed down the toilet

Accidents Involving External Bleeding

Normal First Aid procedures should be followed, which should include the use of disposable gloves.

Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed.

Cotton Wool should not be used in cleaning wounds since it is not sterile and could cause infection.

As soon as possible seek medical advice

Splashes of blood from one person to another

- Splashes of blood on the skin should be washed off immediately with soap and water.
- Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.

After accidents resulting in bleeding, contaminated surfaces, eg tables, or furniture should be disinfected using titan sanitizer SU357

Staff Precautions

As general policy, if staff giving care to infected children have cuts and abrasions, these should be covered with waterproof or other suitable dressings.

Waste Disposal

Urine and faeces should be eliminated or discarded into the toilet in the normal manner.

Soiled Waste and Bloods should be disposed of in the sanitary bins. These are collected regularly and the contents disposed of by an outside contractor.

Administration of Medicines

A record must be kept of all drugs to be administered at school .

A written request must be made on behalf of the child by someone having parental responsibility.

All medicines must be prescribed by a registered medical practitioner.

Medicines from any other source must not be given.

Except as stated below, medicines should be stored in a safe place when not in use. (The main school office - cupboard marked with a green cross) Schools should ensure that medicines held on the pupil's behalf are 'in date'. If medicines become out of date, parents should be notified and the medicine returned to them.

Asthma Inhalers

Asthma can be a life threatening disease and attacks can start very rapidly. It is therefore vital that the asthmatic pupils have instant access to their inhalers. It is entirely reasonable to allow pupils to keep their inhalers on their person, in their classroom, or their school bag.

Analgesics - (Pain killers)

Staff should never administer analgesics in school unless they are prescribed for specific conditions such as dysmenorrhoea (period pains) or migraine.

Health and Safety Responsibilities

The Health and Safety Executive take the view that provided the school management and staff act in accordance with the health and safety policy and guidelines issued by the LEA, asking advice when in doubt, then there should be no difficulty in meeting Health and Safety obligations. This approach, will also ensure that Headteachers, Governors and staff remain within the protection of the LEA's insurance policies.

Children with Special Medical Conditions

Children with specific conditions and treatment are photographed and their details are placed on the staffroom wall. All other medical conditions are kept on a list by the class teacher and this information is kept in the supply teacher yellow folder on the teacher's desk.

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