



# Tweedmouth West First School

## First Aid Policy

*Respect Responsibility Resilience*

**2018**

**Aims :-** At Tweedmouth West First School we endeavour to provide the very best possible care for our pupils.

### **First Aid Training:**

Almost all teaching staff, Teaching Assistants and Lunchtime Supervisors are First Aid trained

Last training:- 5.9.2016 (First Aid at work) – 12 staff  
October/November 2016 – Paediatric First Aid – 3 staff  
May 2017 – Paediatric First Aid – 1 staff

### **Resources**

Each classroom is equipped with a First Aid box which is clearly labelled and identifiable.  
We also have a secure cabinet for any medicines that children need to take on a regular basis.

### **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 School office on a notice board. Class teachers also have an allergy list inside the register.

More serious accidents should be recorded in the First Aid Record book then the class teacher should be informed.

### **Head injuries**

Parents to be informed by telephone in every case.

Parents are encouraged to come and check their child at school. Details are recorded in the First Aid book.

The class teacher should always be informed.

### **Accidents at Lunchtime**

There is a designated First Aid Lunchtime Supervisor who carries first aid equipment with them outside. Minor injuries are dealt with as they happen. When more serious injuries occur, they bring the child inside.

### **Accidents in the classroom**

If an accident happens in the classroom, the child will be dealt with by the teacher or teaching assistant working in that classroom.

### **Precautions for offsite Activities**

Classes leaving the school premises take first aid supplies with them.

If the visit involves a bus journey, a bucket containing essential cleaning aids is taken. There is always a First Aid trained member of staff.

### **Dealing with Emergencies**

In an emergency, a person trained in first aid will attend to the casualty and if necessary, 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, 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 products should be placed in the disposal bins provided.

### **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 sanitizer found in the caretakers cupboard

### **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 access to their inhalers. Inhalers are kept in the main office, and children are supervised when they use them.

### **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, and then there should be no difficulty in meeting Health and Safety obligations. This approach will also ensure that Head teachers, Governors and staff remain within the protection of the LEA's insurance policies.

### **Children with Special Medical Conditions** – *See Supporting children with medical conditions policy*