**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 the staffroom. A more comprehensive first aid kit is kept in the staffroom and the kitchen area. First aid kits are also available at the School Office for class trips/visits (To be arranged with secretary) 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 on record in the child’s file and a copy sent home to parents(*Accident Form Appendix 2*)
* 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.
* 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 First Aid Policy**)  Red emergency cards are kept in the dining room, classrooms and at exits of school 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). That person must send the child to the designated first aider in the school staffroom on duty. The child must be accompanied either by an adult of if appropriate another pupil of KS2 age. All head injuries however minor must be dealt with by the designated first aider on duty.
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 staffroom. The first aider will need to assess whether:

Date Implemented: Summer 2015

First Aid 2015/Safeguarding

* 1. an ambulance needs to be called.

or

* 1. a parent /guardian/next of kin should be informed of the accident immediately

1. A record must be made of all accidents requiring treatment by a first aider. Accident forms are kept with every first aid kit. A copy of the accident form will be sent home with the child and a copy retained for school records.
2. These must be given to the child to take home that day. A copy will be placed in child’s file.
3. 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. If any child has a cut to the face or serious bump to the head the parent will contacted immediately
4. 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 accident form must be given to ambulance staff.
5. The Principal should be informed of any serious accident/incident immediately.
6. All cases of serious accident require an ARI form 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 teaching staff and classroom assistants are trained in basic first aid and are able and responsible for administering basic first aid should the need arise.

**Mrs Brown is the designated first aider, Mrs Winters is the deputy designated first aider within Maghera 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.

Date First Implemented: Summer 2015 First Aid 2015/Safeguarding

## 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 2 years or sooner if necessary

# Equipment



## Classroom First Aid Kits

* First Aid Leaflet
* Assorted Plasters
* Sterile Eye Pads
* Triangular Bandages
* Finger Bandages
* Dressings (M/L)
* Rubber Gloves x 5 Pairs
* Gauze swabs x10
* Moist Cleansing Wipes x10
* Forehead Thermometer  Sick Bucket

Appendix 1/Equipment



## Office First Aid Kit

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



## MSA First Aid Kits

* Rubber Gloves x 5
* Assorted Plasters x

10-20

* Bandages x 3
* Gauze x 10
* Sterile Dressings x 10
* Sling x 2



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| Office First Aid Kit |  |
| First aid leaflet | 1 |
| Assorted plasters | 20 |
| Sterile eye pads | 4 |
| Triangular bandages | 4 |
| Finger bandages | 6 |
| 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 |