

First Aid Policy (including procedures for dealing with body fluids)

Policy Applies to:-

- The whole school, including EYFS, staff and visitors
- All activities provided by the school including those outside the normal school hours
- All staff (teaching and non-teaching) and volunteers working within the school

The Policy has regard for Guidance on First Aid for Schools DfEE and should be read in conjunction with:

- The Health and Safety Policy
- Child Protection and Safeguarding Policy
- Supporting students with Medical conditions
- **Statement**

The school takes seriously its responsibilities to care for the children, staff, parents and visitors at all times; this care extends to off-site visits. In addition the school encourages children to have 100% school attendance and will, through its policies and practices work to ensure that children can attend school at all times.

Conditions of employment do not include administering first aid, however, teachers and other staff are expected to use their best endeavours at all times. The Head of School supports members of staff who volunteer to provide First Aid and will ensure that those members of staff receive appropriate training.

Qualified First Aiders

The details of up to date First Aiders can be found on the poster displayed in classrooms and offices.

- First Aid is available at all times while children, staff, parents or members of the public are on the school premises. Basic first aid is also available during off-site visits or other activities away from the school. Full Paediatric first aid is available to Early Years students whilst away from school.
- The main duties of a qualified first aider are to give immediate help to casualties and to call an ambulance or other professional help.
- First aiders are trained in accordance with HSE requirements and a record of first aiders and their certification dates is held.
- First aiders should be called upon when an accident requires treatment beyond basic first aid.

- All members of staff are able to administer basic first aid and can deal with routine first aid requirements. This may include: applying plasters, cleaning a minor wound, dealing with poorly/sick children, giving comfort and reassurance.
- Staff should not administer first aid for which they have not been trained.
- First aid supplies are checked regularly.

First Aid/Accident Procedure while on school premises procedures:

<p>A</p> <p>Very minor injuries</p> <p>All staff may deal with these</p>	<ul style="list-style-type: none"> • Any staff member can administer basic first aid (applying plasters, cleaning a minor wound, dealing with poorly/sick children, giving comfort and reassurance). • If there is any doubt as to the correct treatment or if the injury is beyond the capacity of the member of staff, seek the advice of a qualified First Aider
<p>B</p> <p>Head Injuries</p> <p>May be dealt with by all staff, but the advice of a qualified First Aider must be sought</p>	<ul style="list-style-type: none"> • First aider to be called for to administer First Aid. If a person receives a bang to the head or receives an injury which does not necessitate the emergency services, ensure the person is carefully monitored for the remainder of the day. • Enter details of the incident which caused the injury in the accident book (separate books for pupils and adults) • If the injury is to a pupil the parents should be telephoned soon after the incident as ideally the child should be seen by a doctor. • A head injury leaflet should be sent home with children who have had a bump to the head.
<p>C</p> <p>More serious accidents/injuries where the emergency services are necessary. These will always be dealt with by a qualified First Aider</p>	<ul style="list-style-type: none"> • First aider to be called for to administer First Aid. • Get another member of staff to call for an ambulance and for member of the Senior Leadership Team. • Contact the child's parents or carers • A child taken to hospital by ambulance should be accompanied by their parent/carer. If the parent has not arrived in time, then a member of staff should accompany the student until parents arrive • In the event of an ambulance not being able to attend the child may be taken to hospital in a staff car. The member of staff

	<p>should be accompanied by another adult and have appropriate vehicle insurance</p> <ul style="list-style-type: none"> • If the parents cannot be contacted, a member of staff should accompany the child and will remain with the child until the parent/carer arrives • The school will continue to try to contact the child's parent/carer • Should emergency treatment be required, prior to contact being made with the parent/carer the member of staff with the child will seek the necessary medical advice or treatment from qualified persons whilst always taking into consideration any parental consent (or lack of consent) held on file in the office.
<p>D Staff, parents/carers, or visitors</p>	<ul style="list-style-type: none"> • The same procedure should be followed, as for a child • Contact should be to their nominated emergency contact • Ensure staffing levels in school are adequate to care for children and make arrangements, where necessary for additional staffing cover

Qualified First Aiders may, on occasions, give advice to parents regarding an injury that has occurred in school or an illness that has become apparent in school. If a parent /guardian does not take this advice the First Aider should inform the Designated Safeguarding Lead if appropriate to do so.

First Aid Kits

Each qualified First Aider has their own full First Aid kit. It is their responsibility to maintain the 'stock levels' of these kits. Orders for more supplies may be placed through the school office. There are some hazardous areas of the school that have a First Aid kit located in them. These include;

- In the DT workshop
- In the vocational Cookery room
- In the PE cupboard

All Classrooms should have basic First Aid supplies to include plasters, disinfecting wipes and gloves.

Hygiene and infection control

Staff must take precautions to avoid infection and must follow basic hygiene procedures.

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection.

In order to minimize the risk of transmission of infection both staff and children should practice good personal hygiene and be aware of the procedure for dealing with body spillages:

Procedure for Blood and Other Body fluid 'Spillage':

Initial Clean Up Procedure:

- Get some disposable gloves from the First Aid kit.
- Place paper towels over the affected area and allow the spill to absorb. Wipe up the spill using these and place in the yellow bins.
- Put more absorbent towels over the affected area.
- All gloves/ towels used to be placed in yellow bins in personal care rooms.
- Any article of clothing that has been contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home.
- A badly affected area then needs to be cordoned off until cleaned.
- A staff member to mop affected area, cleaning with disinfectant spray, and ensure area is cordoned off until dry. Inform office that this area will require a deep clean after school
- All reusable cleaning up equipment then needs to be appropriately disinfected.
- Wash hands using soap.

Clubs

Children who take part in After School Clubs will be cared for by staff in the same manner as during normal school hours.

First Aid/Accident Procedures when away from school

The following must be taken by staff members on all off-site educational activities:-

1. Basic First Aid equipment in the form of a travel First Aid kit which is located on the minibus.
2. Mobile telephone, with all other staff members mobile numbers in the contacts
3. List of emergency contact numbers for all pupils/staff and additional helpers (if trip is outside school office hours)
4. Any specific medication required for pupils taking part in the off-site visit, eg: inhaler, epi-pen etc.

Follow procedures as per First Aid treatments in school.

Reporting Accidents

Minor Accidents

Minor accidents, such as falling over in the playground, which may require a plaster do not need to be recorded.

More serious accidents e.g a bad fall that may require a bandage etc must be recorded in the school's Accident Book and a note put in the student's home-school diary. In the case of bumps to the head, parents should always be telephoned soon after the incident.

The person administering the First Aid is responsible for making a record of First Aid given completing details on a First Aid slip which should be attached to the correct page of the Accident Book, which is kept in school in the School Office.

Major Injury/Serious Accidents

For any pupil, employee or person officially visiting the school or any employee, parent or pupil off-site but on school business, the following accidents must be reported to the Health and Safety Executive (HSE):-

- An accident which results in death or major injury
- The person is taken from the school or site of the accident to hospital
- An accident which prevents the injured person from doing their normal work for more than three days

Full details of the accident will also be recorded in the School Accident Book. There is one for children and another for staff, parents/carers or visitors.

Fatal and Major Injuries

Fatal and major injuries must be reported to the HSE immediately by phone and followed up by a written report (Form 2508) within 10 days. Other reportable accidents must be reported on Form 2508 within 10 days. The Head Teacher has responsibility for reporting accidents to the HSE/RIDDOR and Ofsted.

Control of injury/infections

The school promotes the good health of the children and the staff. In order to do so the school aims to prevent the spread of illness.

Parents are encouraged to care for children at home when they are not well enough to undertake lessons. As soon as they are well enough to return to school the school encourages them to do so and will administer a course of medication in order to facilitate the return.

The school encourages good hygiene practices and promotes regular hand washing, particularly after using the lavatory, eating, and the use of tissues.

Where a child falls ill at school the child's parent or guardian will be contacted and asked to collect the child from school as soon as possible. While the child is awaiting their parent/carer they will be kept warm and comfortable. A member of staff will remain with the child at all times.

If the parent is not able to collect their child, or if the parent/guardian cannot be contacted the child will be cared for in school until either the parent is contacted or the child is collected at the end of the school day.

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