

St Andrew's Church of England Primary School



With faith, hope and love we can achieve greater things.

***First Aid Procedures
September 2015 - September 2016***

These guidelines form part of the Health and Safety Policy.

Responsibilities

The person in charge of day to day first aid is Mrs O' Conner. This involves attending to children, communicating to the Headteacher and maintenance of the first aid equipment. This is a voluntary role. Mrs O'Connor holds a current 'First Aid at Work' certificate, which will be due for renewal in May 2018.

Other First Aiders with paediatric/basic first aid certificates are:

Name	Valid Until	Location
Lisa Marcus	February 2018	EYFS
Tracey Ballard	February 2018	EYFS
Tracey Perry	February 2018	KS2 Y3/4
Tania Dixon	February 2018	KS2 Y5
Reeta Sonsana	February 2018	KS2 Y5/6
Alison Brand	February 2018	KS2 Y6
Iwona Maziarz	February 2018	Lunchtime Staff

Policy and Procedure

Any member of staff is responsible for reporting any illness or accident in the accident book which is kept in the staff room.

The people in charge of the Health and Safety Policy are the School Governors.

The person in charge of implementing the policy and supporting Mrs O'Connor in her role, especially in the important decisions to be made, is the Headteacher, or Deputy Headteacher in her absence.

Lunchtime

The Senior Midday Supervisors are responsible for dealing with minor abrasions during lunchtime (pending training, in the interim this will be dealt with by Mrs Maziarz) and for communicating other illnesses or injuries to Mrs O'Connor or the Headteacher. All of the Midday Supervisors are responsible for completing the Accident Book with details of any accidents/incidents.

Medical Details

Details of all the children's and staff's medical needs are kept in the Headteacher's office and in class in **VIP boxes**. It is the class teacher's and first aider's responsibility to keep themselves up to date on the medical conditions of the children in their class (e.g. allergies, asthma, etc.). It is also necessary to check these details before any first aid is administered (e.g. plasters applied or food given). Midday Supervisors also

need to be made aware of any food allergies and where details of a child's medical needs are kept.

First Aid Equipment

First aid equipment is kept in the staff room (as is the Accident Book) and the KS1 kitchen. All classrooms have basic first aid equipment and Midday Supervisors carry a first aid bag with basic equipment for use over lunchtimes.

Off-Site

For any off-site visit, the medical records should be checked and appropriate equipment taken. A first aid kit should be taken on all off-site visits.

Home

The blue chairs by the main office are used by children who are ill or are waiting to be collected. Children with head injuries or who are feeling sick should not be left there unattended. Children should not be 'examined' but simply observed.

Children or staff who are ill or are likely to pass on illness to someone else should not be in school. We follow the Health Protection Agency guidance on infection control in schools. Children who become ill during the day and need to go home should be reported to the Headteacher and arrangements should be made for the parents to be contacted.

Significant Injuries

Significant injuries should always be reported to Mrs O'Connor who will liaise with the Headteacher.

Head injuries should always be reported to Mrs O'Connor even if they appear minor. These children should always be kept under observation. Children should always be given a 'bumped head' letter which they should pass on to their parent/carer. Parents of younger children will be informed of any accident at the end of the school day. Children complaining of blurred vision, Headache or sickness or who appear to be confused should be referred to their parents/carer who will be advised to seek medical advice.

Minor Injuries

However, minor cuts and scrapes may not always need attention. If the skin is not broken, or there are no foreign objects in a wound, a simple clean with water will suffice. Antiseptic cream will not be used on any cut to avoid secondary infection.

Extreme Emergencies

In extreme emergencies, it is not school policy to take children to hospital using private transport unless individual cases have been negotiated with the Headteacher. An ambulance should be called, the child escorted by a member of staff to the hospital and the parent carer informed as soon as possible.

Children with life threatening conditions have their emergency procedures posted in the wall in the relevant classroom, the school office, the Headteacher's office and the staff room.

Guidelines for resuscitation and choking are in the emergency first aid booklet which can be found in the staff room.

Medicines

Parents will be requested to fill in a consent form for any medicines that have to be administered during school time.

Medicines should always be provided in the original container as dispensed by the pharmacist and should include the prescriber's instructions. Only medicines prescribed to be given 4 times daily will be administered in school. Medicines will be kept in a lock room and administered by a first aider in the presence of another adult; the correct paper work will then be completed and signed after the medicine has been administered.

Some pupils in the school are likely to have an asthmatic condition.

Guidelines for dealing with an asthmatic attack should be made known to all staff and an annual refresher meeting is delivered by the School nurse. Details of all of the pupils in the school who have an asthmatic condition are contained in the school medical register which all staff have access to. All teachers should be aware of the location of each pupil's inhaler and where spare ones are stored.

Pastoral Care

There may be occasions that children state that they are unwell or require first aid but actually they require 'pastoral care.' On these occasions the Pastoral Officer (Katie Smith) will be informed.