



First Aid Policy

Date- September 2016

Review- September 2019

Review Framework:

The policy will be reviewed every 3 years (or sooner in the event of revised legislation or guidance)

Signed: Headteacher _____ Date: _____

Signed: Chair of Governors _____ Date: _____

GENERAL STATEMENT:

The Governors and Headteacher of Veritas Primary Academy accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the Academy.

The Governors are committed to the legal procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995, amended in April 2012.

The provision of First Aid within the Academy will be in accordance with the legal guidance on First Aid in Academy.

OBJECTIVES:

Veritas Primary Academy will ensure that all pupils and staff, also contractors' and visitors, have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

AIMS:

- To administer first aid to pupil when in need in a competent and timely manner.
- To communicate pupil's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a FAW, and paediatric First Aid Certificate.
- To refresh the training on a regular basis.

IMPLIMENTATION:

A sufficient number of staff members, (whose names are displayed on the first aid notice board and clearly on signs in the Academy office and staffroom) have been trained to a First Aid Certificate, and with up-to-date CPR qualifications. Paul Hanlon, Site Manager, is the person responsible for the First Aid provision.

A First Aid area will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid areas.

First Aid kits will be available in each building of the Academy. These will be maintained by Kelly Dean, Clerical Assistant.

Kits will also be made available for external visits, based on the risk assessment for the visit.

Medications for pupils will be kept in the Academy's Medical room or in a locked drawer in the school office. It is not seen to be a general action to medicate the pupil. There is suitable paperwork to be signed prior to any medication being applied.

The first aid duties will be organised to suit the Academy's needs. 2 staff members will be nominated daily for treatment of minor injuries.

All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch break,

will be referred to the staff member on duty, they will then, if needed, be sent to the office for treatment in the First Aid room.

A confidential up-to-date register located in the First Aid areas will be kept of all injuries or illnesses experienced by pupils that require First Aid. This should be data protected. The staff accident book should be accessible to all staff. This may be kept in the First Aid Room.

All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff. These gloves should be LATEX FREE, where practicable to do so. The aim is to protect the casualty from latex reactions compromising the casualty's recovery.

Minor injuries **only** will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor – require a Level 2 First Aid trained staff member to provide first aid.

Any pupil with injuries involving blood must have the wound covered at all times.

No medication, including headache tablets, will be administered to pupils without the express written permission of parents or guardians.

No medication may be shared between staff, visitors or others who are on site. Medication is the individual's responsibility when on site.

Parents of all pupils who receive First Aid, when considered necessary, will receive a completed form indicating the nature of the injury, any treatment given, and the name of the Teacher providing the First Aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the Administration Staff so that professional treatment may be organised. Any minor injuries to a child's head, face, neck or back must be reported to parents/guardians via text message. Any serious injuries will be reported to parents via a telephone call.

Any pupil who is collected from Academy by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on DE&T Accident/Injury Form LE375.

Parents of an ill pupil will be contacted to take the pupil home.

Parents who collect a pupil from Academy for any reason (other than emergency) must sign the pupil out of the Academy in a register maintained in the Academy office.

All Teachers have authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.

All Academy camps will have at least one FAW/Paediatric First Aid trained staff member at all times.

A comprehensive First Aid Kit will accompany all camps, along with a mobile phone.

All pupils attending camps or excursion will have provided a signed medical form providing medical detail and giving Teachers permission to contact a Doctor or ambulance should

instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, will be kept at Academy, for reference and compliance.

All pupils, especially those with the documented asthma management plan, will have access to an inhaler and a spacer at all times.

Kelly Dean, Clerical Assistant, is to be responsible for the ordering and maintenance of First Aid supplies, First Aid Kits, ice packs and the general upkeep of the First Aid Room.

At the commencement of each year, request for updated First Aid information will be sent home including request for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the Academy to manage First Aid, illnesses and medications throughout the year.

General organisational matters relating to First Aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.

Procedure for Blood and Other Body fluid Spillage

- Gloves to be worn at all times
- Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the clinical waste bin (Yellow bag). If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.
- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so absorbing the spill.
- If a disposable spillage kit is available then the instructions for use should be followed.
- If not then contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin or put in another bin liner and put in an outside bin.
- The area must be cleaned with disinfectant following the manufacturer's instructions.
- A 'Wet Floor Hazard' sign then needs to be put by the affected area.
- The area should then be ventilated well and left to dry.
- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions.
- Wash hands.
- All yellow bags to be disposed of in Yellow bins as the school could potentially be fined if not adhered to.

Management of Accidental Exposure to Blood

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from needles, significant bites that break the skin.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth. Action to take
- If broken skin encourage bleeding of the wound by applying pressure – do not suck.
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouth several times.
- Report the incident to a school first aider and Senior Management.
- If necessary take further advice from NHS Direct.
- An accident form will need to be completed and it may need to be reported to RIDDOR.