

Oakdene Primary School



First Aid Policy

Written by: H. Lee

Date reviewed: March 2017

Date to be reviewed: March 2019

Signed: (Chair of Governors)

Introduction

At Oakdene Primary School, we endeavour to provide the best possible First Aid that is required.

We have at least two Appointed First Aid at Work First Aiders, at least three Paediatric First Aiders and all Learning Assistants and Mid Day Supervisors are provided with First Aid Training on a three yearly cycle.

At ALL times, all Staff must have due regard to their own safety and ALWAYS wear appropriate clothing - plastic gloves and aprons are always available. Open wounds must not be touched without gloves being worn. All Staff should refer to the Appointed First Aiders at Work if in doubt about treating any injury.

Incidents occurring on Playground

If an incident occurs on the playground, the Child will be sent into 'First Aid' if possible. The First Aid area is outside Year 6 Classroom for Lunchtime and morning playtime and in Reception Classroom for Infant Afternoon playtime. A Learning Assistant or Mid Day Supervisor is in charge of this area and, if they are not present at the time, a message will be sent to the relevant person.

The First Aid box is kept by Year 6 or in the Disabled Toilet.

PLASTIC GLOVES MUST BE WORN AT ALL TIMES WHEN DEALING WITH ANY INJURY.

Minor injuries can be dealt with by wiping with damp lint, cold compress being applied or medii wipe being used. Plaster can be applied if required when the First Aider has asked the Child if they are able to have plasters.

More serious injuries may require melolin dressings and micropore tape to be used.

ALL FIRST AID INCIDENTS NEED TO BE RECORDED IN THE FIRST AID RECORD KEPT IN FILE IN THE FIRST AID BOX.

IT IS THE RESPONSIBILITY OF THE PERSON WHO HAS ADMINISTERED FIRST AID TO ENSURE THAT THIS RECORD IS COMPLETED.

Bumps on Head

If a Child receives a bump to the head, a cold compress is to be applied and a blue form is completed and passed to the Class Teacher at the end of the Playtime or Dinner Time. This is to ensure that the Class Teacher knows that the Child has had a bump on the head and the Child is then monitored carefully throughout the day. The Blue Form is then sent home with the Child at the end of the day. If the Child is in After School Club, this blue form will be passed to a member of staff in After School Club so that they can also monitor the child. This form is then sent home with the child.

If the bump is serious, please alert one of the Appointed First Aiders who will ascertain the level of injury and whether the Child's Parent should be alerted.

Serious Injuries

If a Child is seriously injured, a message is sent to the School Office for an Appointed First Aider to attend, along with the Headteacher or Deputy Headteacher. The Teacher on duty will stay with the Child until more help arrives. All other Children will then be cleared from the area by the Teacher on duty.

An ambulance will be called if the child is immobile, unconscious or moving them would cause more serious injury. If there is a need for an ambulance to be called a member of staff will ring 999 (9 for an outside line) details will be given as follows:

Details of injury

Details of child / adult

Details of incident

School Name and Address: Oakdene Primary School, Ashton Avenue, Rainhill. L35 0QQ

Tel No: **01744 678410**

Ask for ETA of Ambulance. Whilst waiting for the ambulance a 'Serious incident form' will be completed to assist in the handover to the Ambulance crew and hospital. The child will not be left on their own at any time. A copy of the Serious incident form should be taken before handover to assist with the reporting of the incident to St Helens Council and, if necessary, HSE.

If a Child needs hospital treatment but does not necessitate the need for an ambulance, the parent will be contacted to accompany the child to hospital. If Parents are available to take the child to Hospital the child will be carefully moved to a quiet area where they can be comforted and supported. Whilst waiting for the Parent to arrive a 'Serious Incident form' (Appendix 1) will be completed to assist in the handover to the hospital. A copy of the Serious incident form should be taken before handover to assist with the reporting of the incident to St Helens Council and, if necessary, HSE. The child will not be left on their own at any time.

If the Parent cannot be contacted, the Headteacher will drive the Child to hospital accompanied by another member of Staff (If Headteacher unavailable then Deputy Headteacher / other member of Staff to drive Child). The Child will sit in the back of the car, strapped in with appropriate booster seat and other member of Staff will be in back. Every attempt will be made to contact the Parents and they will be informed that the Child has been transferred to Hospital. A 'Serious Incident form' will be completed and taken to hospital. A copy of the Serious incident form should be taken before leaving school to assist with the reporting of the incident to St Helens Council and, if necessary, HSE.

Accidents in Classroom

A small First Aid box is kept in each classroom for minor injuries. If an accident occurs in the classroom, and First Aid is administered - even just a cold compress - this needs to be recorded in the First Aid File.

If a more serious injury occurs, a Learning Assistant will deal with this incident. If no Learning Assistant is present, a message will be sent to the nearest Learning Assistant in order to deal with the incident - see above for serious injuries.

Off Site Activities

All Groups being taken off site need to take a small First Aid kit - this includes groups going to sporting activities. Groups going on coach travel for a full day out need to take a sick bucket, paper towels, plastic gloves etc.

Emergency Use of Inhalers

Asthma is a life threatening condition and inhalers should be readily available to Children at all times. All inhalers that Children may need in an emergency are kept in Classrooms and ALL CHILDREN SHOULD KNOW EXACTLY WHERE THEY CAN ACCESS THEM AT ALL TIMES.

If a Child needs an inhaler, they need to be allowed to go to their Classroom and collect their inhaler accompanied by an Adult. The Child should use their inhaler with a member of Staff present in order for the member of Staff to record number of puffs administered. If a Child is in a distressed state after administration of the inhaler, an ambulance MUST be called immediately - see serious injuries above. Staff training is undertaken regularly for signs of Asthma and dealing with an Asthma attack.

Emergency use of Epipen

Some Children need to have an Epipen when suffering from an allergic reaction. Staff are trained in administering the Epipen and these are kept in each Child's Classroom. At lunchtime the Senior Mid Day Supervisor will take charge of this situation. Allergy, Anaphalaxis and Epipen training is undertaken on a regular basis for all school staff.

Administration of Medicines

For the administration of medicines, please see the Managing Medicines Policy. All short term medicine is administered by Office Staff and a record of medicines administered is kept in the School Office.

Waste Disposal

All items used to clean up wounds, garments worn during First Aid or cleaned up after an accident MUST be disposed of in the yellow medical waste bags. These are, in turn, put in the Medical waste bin and when this needs emptying, the Business Manager MUST be informed. Please note: IT IS YOUR RESPONSIBILITY TO INFORM THE BUSINESS MANAGER THAT THE MEDICAL WASTE BIN NEEDS EMPTYING.

Health and Safety Responsibilities

The Health and Safety Executive take the view that, provided the School Management and Staff act in accordance with the LA Health and Safety Policy, asking when in doubt and ensuring that all guidelines are followed, there should be no difficulty in meeting Health and Safety obligations. This approach will also ensure that all Staff remain within the protection of the LA Insurance Policies.

St Helens Council

Oakdene Policy is in accordance with St Helens Council Policy (See Appendix 2).

Trained First Aiders

<u>Name</u>	<u>Training Received</u>	<u>Date for renewal</u>
Jan Campbell	First Aid at Work - Appointed First Aider	May 2018
Andrea Green	First Aid at Work - Appointed First Aider	May 2018
Sue Hayes	First Aid at Work - Appointed First Aider	March 2020

Trained Paediatric First Aiders

<u>Name</u>	<u>Training Received</u>	<u>Date for renewal</u>
Jan Campbell	Paediatric First Aider	May 2018
Jackie Stewart	Paediatric First Aider	
Sue Hayes	Paediatric First Aider	

Appendix 1

Serious Incident Form

Handover Form for Parents / Ambulance Staff / Hospital

Name of Child:		Date of Birth
Date of Injury:		Time of Injury: Class activity / Playtime / Sports activity
<u>Injury Details:</u>		<u>Location of Incident:</u>
Allergic Reaction / Bite / Sting	<input type="checkbox"/>	Infant Playground <input type="checkbox"/>
Bump / Bruise	<input type="checkbox"/>	Junior Playground <input type="checkbox"/>
Bump to Head	<input type="checkbox"/>	Field <input type="checkbox"/>
Burn / Scald	<input type="checkbox"/>	Class (please state which Classroom) <input type="checkbox"/>
Cut / Laceration	<input type="checkbox"/>	Play Area <input type="checkbox"/>
Damage to teeth	<input type="checkbox"/>	Metal / Wooden / Tyre park <input type="checkbox"/>
Fracture(s) suspected	<input type="checkbox"/>	Other - please state: <input type="checkbox"/>
Location on body:	<input type="checkbox"/>	<u>How did the injury occur:</u>
Irritation to eye	<input type="checkbox"/>	
Nosebleed - severe	<input type="checkbox"/>	
Sprain / strain suspected	<input type="checkbox"/>	
Other - details:	<input type="checkbox"/>	
First Aid administered:		Medication given. Dosage and time to be included:
Signature of Staff Member present:		Signature of First Aider:

This form is used by Oakdene Primary School as a handover sheet between School and Parents / professionals. All First Aid is administered in accordance with current guidelines and practices in Schools.