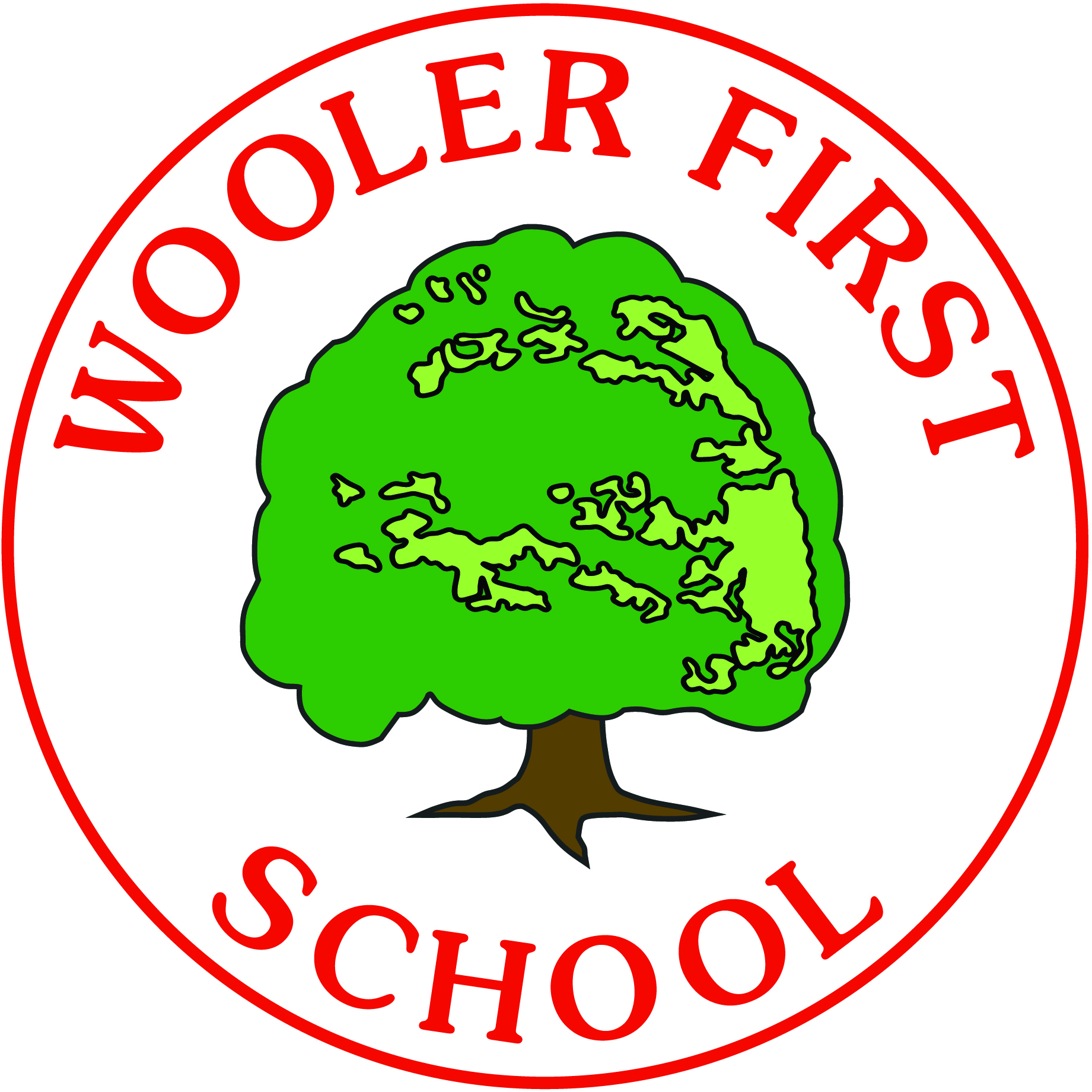
Wooler First School

and Glendale Community

Middle School





18- First Aid Policy

Revised: January 2018

Chair of Governors: Jayne Deane

Signed:

Date of next Review: January 2020

**First Aid Policy**

**Policy reviewed:** January 2018

**To be reviewed:** January 2020

**This policy applies to all pupils and staff within Wooler First School and Glendale Middle School including Early Years Foundation Stage/Nursery.**

At Wooler First School & Glendale Middle School (WFS & GMS) we endeavour to provide the very best possible care for our pupils, staff and visitors. We will ensure that any pupil, member of staff or visitor is well cared for in the event of an accident or illness no matter how minor or major. All teaching staff at WFS & GMS have undergone First Aid training.

We have a number of First Aiders including staff trained in Paediatric First Aid who will ensure that all our pupils will be attended to with care and kindness when in need of First Aid.

Often injuries which are sustained are minor, but in cases of more serious injuries we will always treat and seek medical advice as appropriate.

**Aims:**

• To provide information to all employees about First Aid

• To inform staff of how to report and record all accidents/incidents

• To be aware of equipment and materials to carry out First Aid treatment

• To establish procedures for managing accidents/incidents which require First Aid treatment

• To ensure arrangements are made to provide and update First Aid training to members of staff

• To inform on how to report any identified hazard to the school Health and Safety coordinator

**First Aid Training:**

All permanent members of staff will attend the basic First Aid training course which is valid for three years and which will be updated every three years.

The designated First Aiders at WFS & GMS will undergo the Paediatric First Aid course which is valid for three years and will update this every three years.

For staff who currently hold Paediatric First Aid Training Certificates, please see attached document.

One of the named Paediatric First Aiders will remain on site at all times when children are present.

**Location of First Aid Boxes:**

• Medical (MI) room

• Office

• Nursery

• PE Office

• Travel Kit (x2) located in the MI room

**First Aid Boxes:**

First Aid Boxes will be regularly checked and restocked each half term or as required by the designated First Aider on the school administrative team. It is the responsibility of staff to inform the designated First Aider if they should require any additional supplies.

Each box will contain;

• Micropore

• A variety of sterile dressings

• A triangular bandage

• Scissors

• Gloves

• Ice packs

• Tweezers

• Bandages

• Alcohol free wipes

• Gauze

• Eye patch

• Sterile mouthpiece

• A variety of non-allergenic adhesives

• Safety pins

**Medical Room:**

The designated medical room is located on the ground floor adjacent to the Headteacher’s office.

**Injury and Accident procedures:**

On a child’s entry to the school all parents are required to complete a record sheet giving details of medical and dietary requirements. Any changes to medical requirements or medications will be passed to the designated First Aider by office staff throughout the academic year. Staff will be advised of any concerns regarding individuals at the beginning of each academic year and as necessary.

In the event of an accident the First Aider/member of staff will act ‘in Loco Parentis’ and will seek appropriate medical advice/treatment.

During playtime children with injuries who require First Aid treatment will be sent to the school office where they will be seen by a member of staff.

If the injury is deemed more serious the child will be seen by a designated First Aider.

During lunchtimes, injuries will be dealt with by the lunchtime supervisors in the first instance who will administer first aid if necessary.

In both cases injuries that require closer attention will be sent to the staffroom where the duty teachers or a designated First Aider will either administer first aid or seek medical advice and inform parents.

All accidents must be recorded in the accident book, which is kept in the MI room, and parents should be informed either immediately if the injury is deemed to be more serious or at the end of the day for minor injuries.

**Head Injuries:**

Head injury, no matter how minor, should be recorded in the accident book; **parents must be informed immediately** and a head injury letter sent home that day. Ice packs are to be applied if appropriate.

See Appendix 1

**Treatment of injuries:**

All grazes or abrasions are to be cleaned using a clean paper towel, sterile wipe or gauze swab and water. A hypo allergenic adhesive or small sterile dressing should be applied.

Any injury which is considered to be more serious such as an open wound or sprain must be referred to a designated First Aider.

All injuries which involve soft tissue/muscle sprains etc must be treated using an ice pack; these are located in the First Aid boxes and in the MI room. If possible the limb should be elevated to help minimise swelling.

Parents must be informed as soon as possible of the injury and of any treatment given.

All injuries which are deemed to be more serious, such as open wounds, sprains, bumps or injury to the head should be reported to the Headteacher as soon as possible, and recorded in the accident book.

If a child sustains an injury which in the opinion of the First Aider requires medical attention, parents must be informed immediately and in the case where a parent cannot be contacted the First Aider and school will ensure, wherever possible, that the child receives immediate medical attention. The Headteacher must be informed.

Should a child become ill during the course of the day the office will be asked to contact the parents to take the child home.

Should any child have sickness or diarrhoea he/she must not return to school until clear of all symptoms for a minimum of 48 hours.

**Medicines:**

There is no legal requirement for staff to administer medicines to pupils. If it is necessary for a child to take a dose of medicine during school hours, we ask that the parents come into school at lunchtime to administer the dose. If parents are unable to come into school and the child has to complete a course of medication the parent should speak to the Headteacher.

Please see ‘Supporting Pupils with Medical Conditions’ policy for further information on medication in school.

**Guidance on when to call an ambulance:**

**The office should be asked to call an ambulance in all cases and the Headteacher must be informed.**

Ambulances should be called if a child:

• Has a suspected back, neck or pelvis injury

• Has a head injury which results in loss of consciousness or if the child appears disorientated or

confused

• Has a suspected broken leg or ankle

• Is choking

• Has a severe asthma attack which is not relieved by their inhaler

• Has to be given an Epipen following an allergic reaction

• Appears to have difficulty in breathing

The injured child should not be moved whilst waiting for the ambulance (except for a choking child). The child should be covered with either a coat or blanket to keep warm and a member of staff must remain with the child to give reassurance. The office will inform parents.

If an injury or accident happens on the **field**, the teacher in charge must inform the school office who will call the ambulance service if necessary and inform the Headteacher. The school office will also inform the parents and direct the ambulance service to the area where the injured child is.

If an injury or accident happens on an **outing**, the teacher in charge will deal with the incident calling

the ambulance service if necessary. Following this they must inform the school office who will inform the Headteacher and parents.

**Hygiene procedures for dealing with the spillage of body fluids:**

• Children should be asked to vacate the area near the spillage

• **Gloves must be worn by the person dealing with the spillage**

• The area must be cleaned and disinfected immediately. If available, a member of the cleaning staff

will be asked to assist. If unavailable duty staff (lunch time) or class teacher will be expected to deal with the incident. If a teacher is required to leave the classroom to do this a member of the office staff or support staff will be asked to supervise the children while they do this.

• Spillage should be covered with absorbent material and a yellow warning sign placed next to area.

• Spillage response materials are kept in Ground floor cleaner’s store

• All waste, including gloves must be placed in a black bin bag, which should be tied at the top and

placed into the outside bin immediately.

• **Person/s dealing with the spillage must wash their hands**

**Arrangements for pupils with particular medical conditions:**

Please see ‘Supporting Pupils with Medical Conditions’ policy for further information on medication in school.

**Accident Book:**

The Accident Book should be filled in immediately or as soon as possible following the accident by the member of staff who has witnessed or dealt with the injury. All parts of the Accident Book must be completed including:

• date of accident

• name of the injured pupil

• accident details

• description of incident

• name and position of person treating injured pupil

• action taken

• whether parents were informed

• if parents are informed it must be recorded in the accident book how they were informed, who made the call and who they spoke to and the time of the call;

e.g. Mrs Smith (teacher) telephoned Mrs Jones (injured pupil’s mother).

• Sign and date

If school is unable to contact parents and a message has been left, this should also be recorded in the accident book.

**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

Most incidents that happen in school or on school trips do not need to be reported. Only in limited

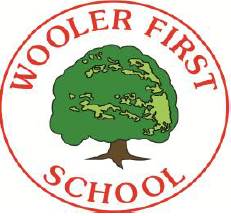
circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and a relevant report will be submitted to them if necessary.

Reportable incidents include:

• Death of a pupil or member of staff in the school or on an organised visit or trip, but does not include death of same when travelling by school mini bus

• Hospitalisation of a pupil or member of staff where injury has been caused by the failure of the school to maintain equipment, poor condition of the premises or inadequate supervision.



Appendix 1

Head Injury Advice

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian

You will have been informed that today \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sustained a bump

to the head at \_\_\_\_\_\_am/pm. We have attended to this and whilst in school, there did not appear to be any ill effects.

Due to the inconsistent nature of head injuries children who have received what may appear to be only a slight bump should be closely observed for the next 24 hours. Often symptoms may occur several hours after the event or even the following day. Please monitor your child carefully for the following symptoms:

• Abnormal drowsiness or difficulty waking them up

• Nausea and/or vomiting

• Disorientation

• Lack of normal movement of limbs

• Any problems understanding or speaking

• Unequal size or dilation of pupils of the eyes

• Prolonged or increasingly severe headache

• Stiffness of neck

• Convulsions

• Bleeding or clear fluid coming from one or both ears

If any of the above is present you are advised to seek medical assistance.

Proximity of head bump



**First Aiders / Swimming Coaches September 2017**

|  |  |  |
| --- | --- | --- |
| **Name** | **Expiry/ renewal date** | **Course** |
| Mary Stimpson | 29 June 2019 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Julie Tait | 29 June 2019 | Emergency First Aid at Work Incl Paediatric 1st Aid |
| Janette Morton | 29 June 2019 | Emergency First Aid at Work Incl Paediatric 1st Aid |
| Rachel Bullen | 29 June 2019 | Emergency First Aid at Work Incl Paediatric 1st Aid |
| Gillian Brown | 29 June 2019 | Emergency First Aid at Work Incl Paediatric 1st Aid |
| Victoria Symons | 29 June 2019 | Emergency First Aid at Work Incl Paediatric 1st Aid |
| Debbie Matthews | 29 June 2019 | Emergency First Aid at Work Incl Paediatric 1st Aid |
|  |  |  |
| Michelle Brown | 20 May 2019 | Emergency First Aid at Work Incl paediatric 1st Aid (12 hours) |
| Michelle Cockroft | 20 May 2019 | Emergency First Aid at Work Incl paediatric 1st Aid (12 hours) |
| Susan Patterson | 20 May 2019 | Emergency First Aid at Work Incl paediatric 1st Aid (12 hours) |
|  |  |  |
| Vickie Grey | 6 October 2019 | Emergency First Aid at Work Incl paediatric 1st Aid (12 hours) |
| Peter Lindley | 6 October 2019 | Emergency First Aid at Work Incl paediatric 1st Aid (12 hours) |
| Joan Ross | 6 October 2019 | Emergency First Aid at Work Incl paediatric 1st Aid (12 hours) |
|  |  |  |
| Rachel Cowan | 12 July 2019 | Emergency First Aid at Work Incl paediatric 1st Aid (12 hours) |
| Iona Carr | 12 July 2019 | Emergency First Aid at Work Incl paediatric 1st Aid (12 hours) |
|  |  |  |
| Peter Lindley | 7 February 2020 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Madaline Fletcher | 21 June 2019 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Madeline Fletcher | 21 June 2019 | ITC Certificate in Outdoor First Aid |
|  |  |  |
| Mike Deane-Hall | 7 February 2020 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Wendy Turnbull | 30 June 2018 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Jemma Scott | 30 June 2018 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Joanne Furness | 30 June 2018 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Melony Lewin | 30 June 2018 | Emergency First Aid at work Incl Paediatric 1st Aid |
|  |  |  |
| John Pearse | 30 June 2018 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Claire Jeffrey | 30 June 2018 | Emergency First Aid at work Incl Paediatric 1st Aid |
|  |  |  |
| Emma Snaith | 30 June 2018 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Adrienne Harrison | 14 September2020 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Ann Simpson | 27 September2020 | Emergency First Aid at Work inc Paediatric 1st Aid (12 hours) |
| Catherine Johnston | 14 September2020 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Craig Pickup | 27 September2020 | Emergency First Aid at Work inc Paediatric 1st Aid (12 hours) |
| Geoff Tong | 14 September2020 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Jennie Dunn | 14 September2020 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Jenny Hall | 14 September2020 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Justine Brown | 27 September2020 | Emergency First Aid at Work inc Paediatric 1st Aid (12 hours) |
| Liz Walsh | 14 September2020 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Maureen Beveridge | 14 September 2020 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Kate Kinnear | 14 September 2020 | Emergency First Aid at work Incl Paediatric 1st Aid |
| Katie Lawes | 14 September 2020 | Emergency First Aid at work Incl Paediatric 1st Aid |
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| **Swimming coaches** |  |  |
| Mike Deane-Hall | 15 March 2019 | National Rescue Award Swim Teachers/coaches |
| Madaline Fletcher | 12 July 2018 | National Rescue Award Swim Teachers/coaches |
| Adrienne Harrison | 12 July 2018 | National Rescue Award Swim Teachers/coaches |
| Janette Morton | 12 July 2018 | National Rescue Award Swim Teachers/coaches |
| Victoria Symons | 12 July 2018 | National Rescue Award Swim Teachers/coaches |
| Josie Jeffreys | 12 July 2018 | National Rescue Award Swim Teachers/coaches |
| Craig Pickup | 16 March 2019 | National Rescue Award Swim Teachers/coaches |
| Mary Logan | 16 March 2019 | National Rescue Award Swim Teachers/coaches |
| M Wilson | 26 April 2019 | National Rescue Award Swim Teachers/coaches |
| Catherine Jonson | 26 April 2019 | National Rescue Award Swim Teachers/coaches |
| Justine Brown | 26 April 2019 | National Rescue Award Swim Teachers/coaches |
| Joan Ross | 26 April 2019 | National Rescue Award Swim Teachers/coaches |
| Michelle Cockcroft | 26 April 2019 | National Rescue Award Swim Teachers/coaches |
| Jemma Scott | 26 April 2019 | National Rescue Award Swim Teachers/coaches |
| Jill Baxter | 26 April 2019 | National Rescue Award Swim Teachers/coaches |
| Kris Thompson | 16 March 2019 | National Rescue Award Swim Teachers/coaches |
|  |  |  |
| Jeanette Morton | Qualification recieved | ASA Level 1 Swimming teacher/ assistant |
| Joan Ross | Qualification recieved | ASA Level 1 Swimming teacher/ assistant |
|  |  |  |
| Jeanette Morton | Qualification recieved | ASA Level 2 Swimming teacher/ assistant |
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