

Brough Primary School

First Aid Policy



Policy Date	June 2022
Policy Review Date	June 2024
Lead Person for Policy	Mrs S Marshall

Brough Primary School

First Aid Policy

This policy should be read in conjunction with:

Asthma Policy

Meeting the needs of pupils with medical conditions policy

Administration of prescribed medicines policy

The class teacher has the main responsibility for the care and well being of the pupils in their class. Teachers/teaching assistants on duty at playtimes and lunchtime supervisors have the duty of care to follow policy and procedures and inform class teachers of any concerns, accidents or illness. The minor injuries book should be completed for all accidents by the adult who has dealt with the accident (the accident book is located in the filing cabinet in the main office under 'A').

All staff must be aware of all pupils on the register of **Children with Health Issues/medical conditions, Children with Food Allergies** and the **Asthma register**. Up to date registers can be located in the staff shared drive under class information file, Medical Information for Children. Midday staff are provided with lists at the beginning of the academic year and updated when necessary. Class teachers must make sure that they are fully aware of the needs and know what action to take if there are any concerns. Teachers must check on a regular basis that the children with asthma in their class have a named inhaler in school and where it is to be kept. KS 1 teachers should take care of the inhaler, informing all adults who work in the classroom of the location. KS 2 children should keep their inhaler in an agreed location where they have easy access to it. Spare asthma inhalers are kept in the school office for use if a child does not have an inhaler in school or to take on a school trip/residential visit. A telephone call to the child's parents asking permission to give the inhaler will be done prior to administering. Calls will be made in line with the priority contact list on the data sheet. If a child has a severe asthma attack the medication may need to be given before contacting parents/carer. *(for further information please read the asthma policy).*

Child Feeling Unwell

If a child is feeling unwell, the class teacher needs to assess the seriousness of the illness. If the child has obvious symptoms, pale, high temperature, being sick, short of breath etc. the parents/carer should be contacted and arrangements for the child to go home/to a carer made. Calls will be made in line with the priority contact list on the data sheet. The office staff must be fully informed at all times so that procedures for 'signing out' pupils are followed.

If there are no obvious symptoms, the class teacher should monitor the child and keep them in at playtime if necessary. If not sure, the teacher should

consult the parent/carer at the first opportunity so that a joint decision can be made.

(Bucket, cloths, gloves, granules are available in the cupboard under the sink in the first aid room). Anti-bacterial sprays are kept in the COSSH cabinet in the site manager's room along with the relevant data sheets.

Minor Injuries

Bumps, bruises, grazes, cuts, should be checked carefully and first aid administered.

- Gloves should be worn when dealing with any bleeding, body fluids.
- Area should be cleaned, with water or first aid wipes (check if the child is allergic to wipes)
- Dispose of any body fluids in a yellow bag and put in the special bins provided.
- Do not apply plasters unless it is really necessary to protect a wound and only if the child is sure that he/she has safely worn plasters at home. All plasters used in school are Hypo-allergenic plasters.
- If cut is deep, bleeding not stopping, or any concerns, ask a first aider to assess the injury.
- Make sure that the injury is reported (see accident reporting procedures).

Reporting accidents

Any 'slight' accident that has occurred in school. For example, a graze, small cut, bruise will be treated by a first aider on site who will assess if the child's parent/carer will need to be informed. The information will be recorded in the minor accident book.

Reporting head bumps

Minor head bumps must be reported to the office staff who will send a standard parentmail message to the child's parent/carer. For a more serious head bump a call will be made to the parent(s)/carer as listed in priority order from the data sheet, with a recommendation that they make arrangements to collect their child from school and follow up as necessary. All head bumps must be entered in to the minor accident book.

Major Injuries

Major head bumps, suspected breaks to limbs, significant falls, loss of teeth, broken tooth, deep cuts, bleeding etc. **Follow Accident Procedures:**

Do not move the child if they are on the ground.

Send for a **First-aider** immediately.

Stay with the child, **reassure** them, **note what is happening** i.e. number of times being sick, breathing, conscious / unconscious (this information will be vital to pass on to the hospital).

Try to find out what has happened, ask a witness.

The first-aider will decide the best course of action / get a second opinion if not sure.

Head bump & sickness is an immediate sign of concussion – ask the office to ring 999 and inform parents.

The ambulance service and hospital will need to know all of the details to assist their diagnosis.

If parents/carer are not able to go in the ambulance then a member of staff needs to go with the child.

A copy of the child's personnel information (office file) also needs to be taken to the hospital.

The member of staff going to the hospital needs to have as much information as possible to pass on to the doctors.

First Aiders

First aid staff lists are displayed around the school which include staff who are trained on:

First Aid at Work

Paediatric Emergency First Aid

1 Day Paediatric Emergency First Aid

Emergency First Aid

First Aid Boxes

First Aid Boxes are located in the:

Main school office

First aid room

KS 2 corridor – outside first classroom leading from the link building

KS 1 corridor – on the shelving next to the steps leading in to the hall

School kitchen

Small first aid bags are hung on the back of the door in each classroom with basic supplies. All lunchtime staff have a 'bum bag' which contains basic first aid supplies.