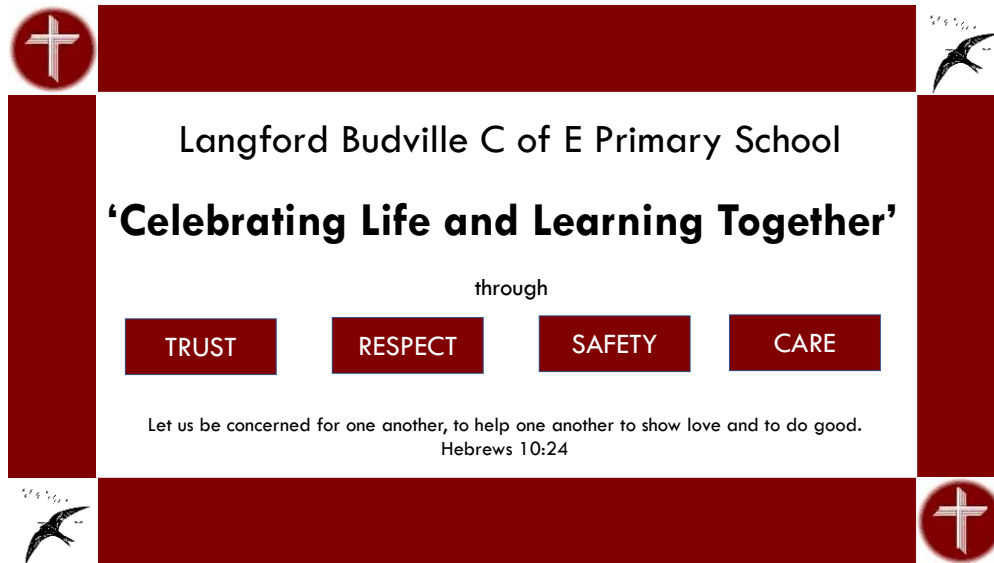




## First Aid Policy

*This policy should be taken and used as part of Langford Budville Church of England School's overall strategy and implemented within the context of our vision, instrument of government, aims and values as a Church of England school.*



First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### Risks

A risk assessment of First Aid needs is necessary to ensure adequate provision is available.

This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school.
- When to call for further help
- The documentation of necessary treatment given

### Responsibilities

The responsibility for Health and Safety, which includes First Aid, rests with the Governing Body. The Head of School is responsible for putting the policy in place, including informing staff and parents. All staff and volunteers working with children should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.

First Aid provision must be available at all times, including on school trips, during PE and other times the school facilities are used e.g. Parents' Meetings. Adequate First Aid cover will be provided throughout the site; if a staff member is alone off site or during a PE lesson then they must have access to a telephone in order to summon help.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable,

Langford Budville Church of England Primary School  
First Aid Policy

have good communication skills, an ability to cope with stress and able to absorb new knowledge.

The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved. First Aiders can use EpiPens if trained to do so.

It is the responsibility of the Head of School to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school. Lists of staff with First Aid responsibilities and/or appropriate training are displayed on the staff kitchen wall.

A First Aid Cabinet is situated in the kitchen area. First Aid Kits are available for use during P.E. lessons and educational visits.

The contents of the First Aid Cabinets/Kits are to be regularly checked and maintained by the named person. These are also included in the Annual Health & Safety Inspection.

### **Reporting & Recording of Accidents**

Langford Budville Church of England Primary School recognises that we have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

An unreliable accident / incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution. Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

### **Procedures**

At Langford Budville we make every effort to minimise the risk of accidents but we recognise that accidents may still occur. All accidents to pupils, staff, parents and visitors, no matter how small will be reported to the teacher /Head of School as soon as possible after the accident took place.

The First Aider present will deal with the accident and treat any injuries as required. Once the individuals have been treated, all details regarding the accident will be recorded on an Accident Form by a member of staff. An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

Accident forms are kept in each classroom and in the staff kitchen. The First Aider should complete the relevant sections. Records should be stored for three years. All accidents / near misses will be reported to the Governors at the policy review date or as requested.

All Head injuries must be reported to the parents/carers straight away and followed up with an Accident form. The parents/carers should be asked to come to school to see their child so that decisions can be made about possible treatment or hospital visit.

The Head of School will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the website EEC Live. This ensures serious accidents are reported to the LA and referred to Health and Safety Executive if necessary.

### **RIDDOR – Incidents to be reported**

Accidents resulting in death or major injury

Langford Budville Church of England Primary School  
First Aid Policy

Accidents which prevent normal duties for more than 3 days  
Loss of consciousness due to asphyxia or absorption of harmful substances  
Fractures / Dislocations  
Amputation  
Loss of sight – temporary or permanent  
Chemicals or hot metal burn to eye  
Penetrating eye injury  
Electric Shock  
Injury leading to hypothermia  
Unconsciousness needing resuscitation / hospital admission for over 24hrs.

**The Appointed Person**

This person has the responsibility of taking charge during an incident and summoning help if needed. All staff would be expected to support the First Aider in dealing with a situation.

**The maintenance of the First Aid Cabinet / Kits is the responsibility of:**

Mrs Alison Newstead

**Langford Budville First Aiders**

Mrs Alison Newstead – Paediatric / General

Mrs Alison Kelly– Paediatric / General

Mrs Becky Dyer – Paediatric / General

Mrs Thea Urmann-Smith – Adult First Aider

Mrs Helen Morley – Paediatric and Adult First Aider

**Procedures for Administering First Aid**

- Latex gloves must be worn every time a wound is dealt with
- Cotton wool should not be used to clean wounds (fibres may stick to wound and cause difficulty in removing)
- Instant ice packs can be used for bumps and sprains (just shake bag and apply straight to injury)
- Wounds should be cleansed with gauze or alcohol free medicated wipes if off site
- Clean wounds with cold water only and sterilize sink with antibacterial cleanser kept in staff kitchen cupboard under the sink
- After dealing with child's injury, dispose of gloves, gauze, cotton wool etc in plastic bag in the bin labeled: **First Aid Only**
- Write on accident form
- Do not use Dettol or Savlon
- Scissors only to be used for cutting clothing or bandages if necessary
- If a child has a bleeding nose, lean them over the sink or suitable container and pinch bridge of nose. Then use damp gauze to clean away excess. If really persistent ask a senior member of staff to contact home.
- Wasp stings or insect bites must be bathed in cold water

Langford Budville Church of England Primary School  
First Aid Policy

- Splinters must not be removed from children
- Medication such as antihistamine cream, witch hazel, calamine lotion, sprays, etc should not be used on children.
- Children should not be given tablets or medicines such as paracetamol/antibiotic unless they have been sent to the school by the parent accompanied by the written authorization with directions for dosage (Medicines in School letter)

#### **Direct Contact with blood/body fluids**

- If direct contact with another person's blood or other body fluids occurs the area should be washed as soon as possible with ordinary soap and water
- Contact with the lip, mouth, tongue, eyes or broken skin should be washed out with clean tap water.
- The hands should be washed and dried
- Any incident in which another's blood may have entered a person's bloodstream through a cut or abrasion or by splashing in the mouth or eyes should be reported to their doctor
- All staff should be aware of HIV/AIDS virus

#### **Procedures for cleaning up body fluids**

- **ABSORB** (safe deodorizing substance) sealed in a plastic container is kept in the kitchen in Class 1 and in Staff Kitchen area
- Cover vomit etc. with this and clear up straight away, wearing gloves and using specially labeled pan and brush (kept in staff kitchen)
- Sterilize area with a solution of chlorine tablet and water. (Kept in staff kitchen cupboard and storage tray in secretary's storage area)

#### **Treatments**

##### **Bleeding**

- For treating bleeding latex gloves **must be worn**
- To stop prolonged bleeding apply pressure to wound with a pad of clean absorbent material; a wad of tissues or folded paper towel may be used. If arm or leg injured – elevate
- When bleeding has stopped, blood should be washed off surrounding skin with plenty of water; without disturbing wound
- Dressings, latex gloves, etc. should be disposed of according to previous instructions

##### **Cuts and puncture wounds**

- Care should be taken to avoid puncture wounds by sharp instruments. If a cut or puncture wound is sustained, free bleeding should be encouraged and the wound washed with running water and dressed

##### **Bites and/or spitting**

- Bites should be treated as puncture wounds. These must be reported to the Headteacher immediately
- Spitting should be strongly discouraged, sputum should be dealt with as in 'contact with blood'

##### **Sickness**

Langford Budville Church of England Primary School  
First Aid Policy

- Use 'Absorb' as already mentioned above to clean up. Wear gloves and use specially labeled pan and brush. Dispose of in sealed plastic bag; then into special bin. Sterilize area afterwards. Contact parents as soon as possible and send home.

#### **Diarrhea**

- If a child soils him/herself, parent should be contacted immediately and the child sent home. Staff should not attempt to wash or clean child.

#### **Sending home**

- If concerned about an accident i.e. bump to head – check with First Aider/ Head of School/Senior Teacher and contact parents so that child can go home if concerned
- If a child feels ill or unwell, i.e. high temperature etc check with staff as mentioned above and send home
- Contact details for children are kept securely in the office and are carried on all off site visits in case of emergency.

#### **Accident Reporting**

- All accidents and treatments should be recorded
- In certain cases it may be necessary to inform parents/carers that a minor accident has occurred. Notes for this purpose are kept in the office and should be written and signed by the Head of School or class teacher
- Any incident in which it is thought that anyone could have been contaminated with another's blood through a cut or abrasion in the skin or splashing in the mouth or eyes should be reported to their own doctor and the associated accident report completed on EECLive.

#### **At no time should a child be asked to administer First Aid**

**Any life threatening or serious accident must be acted on immediately – a First Aider summoned to the incident and an ambulance called. Parents must be informed immediately.**

Langford Budville Church of England Primary School  
First Aid Policy



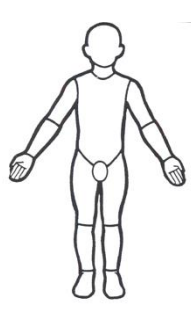
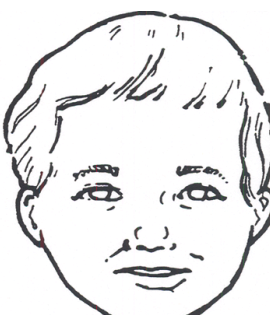
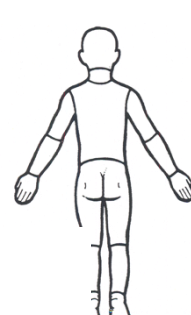
**Langford Budville CofE Primary School Accident Report Form**

<b>Name of injured person</b>		<b>Class</b>	
<b>Date Time of incident</b>		<b>Location of incident</b>	<input type="checkbox"/> Playground <input type="checkbox"/> Classroom <input type="checkbox"/> Other

**Incident details**

*Describe in detail what happened, how it happened and what injuries the person incurred*

Slip     Trip     Fall     Bump with other  
 Other \_\_\_\_\_

**Action taken**

*Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.*

Cold Pack applied                       Person assessed for head injury  
 Phone Call home                         Teacher Informed  
 Reported to Headteacher (if relevant)     Other \_\_\_\_\_

**Follow-up action required**

Accident Report Form sent home                       Child monitored for the rest of the day  
 Other \_\_\_\_\_

<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

A school First Aider has assessed your child.

Although no problems were detected at the time, we request that you observe your child over the next 24 hours for any of the symptoms, they include:

A mild headache

Nausea (feeling sick)

Mild dizziness

Mild blurred vision

If these symptoms get significantly worse or if there are other, more serious symptoms, go straight to the accident and emergency (A&E) department of your nearest hospital or call 999 to request an ambulance. Seek immediate medical attention if, after the knock to the head, you notice any of these symptoms in either you or your child:

Unconsciousness, either briefly or for a longer period of time

Difficulty staying awake or still being sleepy several hours after the injury

Clear fluid leaking from the nose or ears - this could be cerebrospinal fluid, which normally surrounds the brain

Bleeding from one or both ears / bruising behind one or both ears

Difficulty speaking, such as slurred speech / difficulty understanding what people say

Reading or writing problems

Balance problems or difficulty walking

Loss of power or sensation in part of the body, such as weakness or loss of feeling in an arm or leg

General weakness

Vision problems, such as significantly blurred or double vision

Having a seizure or fit (when your body suddenly moves uncontrollably)

Memory loss (amnesia), such as not being able to remember what happened before or after the injury.

Advice taken from NHS Guidance <https://www.nhs.uk/conditions/minor-head-injury/symptoms/>