



FIRST AID POLICY

Objective

First aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off- site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to emergency services when appropriate. Contractors who work on site must provide their own first aid.

Nominated members of staff are regularly trained and lists of suitably qualified first aiders are displayed around the premises.

Palfrey Girls School will have:

- To preserve life;
- To limit the worsening of the condition;
- To promote recovery;
- To provide first aid as necessary from trained adults;
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary;
- To encourage every child and adult to begin to take responsibility for their health needs.

First aid box

There are 6 first aid boxes on the school premises. Their locations are:

- Medical room
- First floor
- Ground floor
- Main Office

There are a further 2 boxes in the office which are used for off-site activities.

It is the responsibility of admin staff to check inventory and replenish first aid boxes as and when required. The contents should be audited at end of each half term using the comprehensive checklist.

Please note that first aid boxes should **not** be removed from their locations unless absolutely necessary. Any boxes that are removed must be for a valid reason and returned immediately after use.

Accidents and emergencies in school

General illness/ calling home

1. If a pupil is unwell, the supervisor at the time should attempt to alleviate the symptoms (by asking the child to drink water, rest eyes, have something to eat, visit the toilet etc).
2. If the pupil is still unwell and the supervisor feels the child needs to go home, a prefect is sent to let the first aider in the office know who will then assess the child and decide the next course of action.
3. Ensure the unwell pupil is supervised and kept comfortable until they are collected.
4. Admin staff will ensure parents/ guardians are contacted.

Minor incidents (not life threatening)

Minor incidents may include cuts, grazes, bumps on the head and nose bleeds.

For minor incidents, staff supervising pupils should treat cases in accordance with the following procedure, depending on the location of the incident.

Minor incidents in the classroom:

1. Class teachers must treat the pupil using their supply of first aid materials given to them by admin staff.
2. A record of any injuries should be made on the accident/ injury forms.
3. An accident/ Incident/ Illness report slip must be completed as soon as possible.
4. For bumped head, the slip must be issued.
5. For other injuries, the slip may be issued depending on the severity of the injury at the teachers' discretion; however, if treatment has been given, the slip must be issued, e.g. ice pack given.
6. Should the pupil remain unwell and the class teacher feels the pupil is not well enough to remain in school; the general illness procedure should be followed.

Minor incidents in the playground:

1. Pupils are sent to the medical room with another child or accompanied by an adult. Where possible, injured/ ill pupils must not be sent to the medical room alone or left unattended.
2. First aid is administered to the pupil in the medical area by the 'first point of contact' during break times and the member of staff on duty during lunch times. Pupils should not be sent to the medical room during lesson times. Where a second opinion is required, another first aider must be called.

3. A record of any injuries should be made on the accident form. A copy should be given to the pupil to take home and the original copy should be put in the accident log folder.
4. For bumped heads, the slip must be issued.
5. Should the pupil remain unwell and the class teacher feels the pupil is not well enough to remain in school; the general illness procedure should be followed.

Major incidents/ emergencies (life threatening)

Major incidents include fractures, broken bones, head injuries, choking, unconsciousness, asthma attack, anaphylactic shock, high or low blood sugar related to a diabetic, deep cuts requiring stitches, open wounds and excessive bleeding.

In the event of a major incident, an ambulance should be called at the earliest opportunity WITHOUT delay. Staff should;

1. ACT QUICKLY AND CALMLY. Dial 999 and ask for an ambulance- use your own mobile phone if you have one.
2. State the emergency and provide the address details.
3. Send the prefects to alert headteacher and admin staff. They will then summon emergency assistance.
4. The second adult on the scene should contact the emergency services using the nearest telephone using the outside extension number 9 and then dialing 999 if this has not already been done.
5. The Admin staff should contact the parents/ guardians to come in to school. If no contact can be made using the first contact number, all emergency contacts should be exhausted.
6. One first aider will then accompany the pupil to hospital if the parent/ guardian have not arrived.

Recording of incidents

- All incidents treated outside of the classroom must be recorded on an incident form located in the main office.
- Any injuries treated in the classroom must be recorded in the teacher's planner with a brief outline of the symptoms and treatment (unless it is a major incident, see above). An incident form must be completed as soon as reasonably possible.
- All staff who have treated a pupil should report the incident to the class teacher.
- The admin staff will audit the number and type of incidents yearly in order to inform the *First Aid Policy* and identify trends. Where there are areas of concern, these will be discussed with the relevant class teacher to establish any underlying causes. If the problem persists, this will be referred to the deputy head for further investigation.
- The class teacher will regularly review incidents and sickness records to identify trends or recurring causes of illness and injury. Where there are areas for concern, these will be discussed with parents to establish any underlying causes. If the problem persists, this will be referred to the deputy head for further investigation.

Administration of medicine

- Only emergency medicines are stored and/ or administered by the school. NO other medication, e.g. antibiotics are stored or administered.
- Pupils are responsible for self-administration of medication.
- If any medications (asthma inhalers, topical eczema creams, anti-histamine) are brought into the school, it is the parent's responsibility to ensure that they inform the school, using the medical form and that they understand that their child will be responsible for it.
- If pupils develop a condition later in the year, parents are required to update our records using the medical update form.
- If there are doubts about a pupil's ability to administer medication, then parents should be advised to maintain that responsibility and make arrangements to administer the medication themselves. However, teachers may help pupils administer emergency medication, such as inhalers.
- Asthmatic inhalers are required to keep a spare inhaler in the medical box in the main office and may have access to them when required. This must be carried with them during break and lunch times.
- Form teachers must ensure a first aid kit is taken with them for lessons outside of the classroom, e.g. P.E, ICT, library etc.
- It is the responsibility of the teacher supervising pupils on school trips and local visits to take the pupils emergency medication with them on off-site visits.

Pupils on a care plan (i.e. allergies, diabetes, skin conditions)

Medical information cards/ accident forms are updated by the first aiders and are to be displayed in the main office.

All staff are briefed on pupils with medical conditions and must familiarize themselves with the information provided by the deputy head.

Allergies

All staff members are briefed and made aware of pupils who have severe allergies.

Teachers who have pupils, who require the use of an epi-pen, should store the pen in their classroom with a list of people willing to use it. Most staff members have attended an allergy awareness inset and have the necessary knowledge to use the epi-pen should the need arise. If

however, any member of staff feels uncomfortable using the epi- pen, a member of staff from the training list, must be contacted immediately and necessary action taken.

Should the casualty display a severe allergic reaction, the protocol for major incidents should be followed.

Asthma

All teachers should be aware of pupils who have asthma. Asthmatic pupils should be aware of the location of their inhaler, have access to it at all times and encouraged to self-administer when they experience symptoms. Most staff have attended an asthma awareness inset and have the necessary knowledge to act quickly and respond to the individual should the need arise.

If the attack is severe and any of the following occurs:

- The inhaler has no affect after 5 minutes;
- The individual's condition is becoming worse;
- Breathlessness makes talking difficult; or
- The individual becomes exhausted

Then this becomes a MAJOR incident!

The procedures for major incidents MUST be followed; however, continue to:

- Encourage the individual to use their inhaler every 5-10 minutes;
- Monitor and record the pulse rate every 10 minutes.

Emergency treatment consent

In order for staff to ensure that pupils receive the best and most appropriate care, parents are informed that the school will take all necessary steps to secure the health and safety of their child in an emergency.

Off-site visits

For any educational visit, a trip leader will need to be selected. This will normally be the most senior and/ or experienced teacher. The trip leader will be required to take a first aid box/ pack on school outings. This can be obtained from the main office when leaving for a trip. The trip leader is responsible for taking and returning this to the main office.

The trip leader should make themselves aware of first aid procedures at the venue being visited and make relevant group leaders aware of any pertinent points.

During trips, all members of staff should make themselves aware of the venue details in case they need to make emergency calls.¹

¹ For details of Staff that have been trained in First Aid, please contact the school office.