



UPPERBY PRIMARY SCHOOL FIRST AID POLICY



(to be read in conjunction with the Health & Safety Policy)

Introduction

First Aid is emergency care given to an injured person (in order to minimize 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.

Qualified First Aiders

The school ensures that there are sufficient qualified first aiders in school and a list of qualified first aiders is displayed in the corridors. The school has a commitment to ensuring that all staff requested training has access within budget constraints.

First Aid Boxes

These are located in the main office, the hall, the reception class wing and the Year 6 wing. Small supplies of first aid are available in classroom.

First aid equipment not to be used in school

With regard to specific first-aid items which should/should not be used in schools, the following advice is strongly recommended:

Cotton wool	should never be used dry as fibres can become trapped in the wound causing infection. When used damp with soap and water, it can be a general wound cleaner.
Adhesive Dressings	can cause blisters on those allergic to it. Ask the pupil if his/her parents use plasters at home on the child's cuts etc. In most circumstances, even a small child will know. If in any doubt, use a bandage. Hypo-allergic plasters are available from the County's suppliers.
Antiseptic Creams	do not use antiseptic creams or lotions. Some can cause allergic reaction. Soap and water is the simplest and most effective cleaner. Alcohol-free antiseptic wipes may be used in the absence of soap and running water e.g. on an off-site visit.
Aspirin/Paracetamol	should not be used. Any prescribed medication, i.e. tablets/medicine which a child may be required to have, must be administered by the headteacher/appointed member of staff only on the written instruction of the parent/guardian. Pupils who suffer from severe migraine or severe period pains may be given paracetamol following

written/verbal consent from the parent/guardian. For further information, see SAN(M)1. A record should be kept of all medication administered.

- The Rest Area for a medical emergency is outside the school office.
- First aid must be administered by adults only i.e. teaching staff, non-teaching assistants, senior midday supervisor and assistant supervisors. Pupils are not permitted to give first aid.
- Travel first-aid kits are also available for off-site activities.

First Aid Procedures

- Minor bumps can be treated with ice packs or a cold water compress.
- Minor cuts or grazes can be washed with clean water.
- If a dressing is required a first aider must be consulted.
- Parents should be informed about all injuries/accidents to children, the school provides a proforma which is completed by the person dealing with the accident. This should also be recorded onto Scholar Pack.
- The person on duty must inform the class teacher/Deputy Headteacher/Headteacher of any accident that has occurred on duty.
- A certificated first aider must check any pupil that causes concern and in all cases to the bumps on the head (if possible two first aiders).
- If there are concerns, the parents/carers must be informed and the pupil sent home. If they are not available, two members of staff will take the pupil to A&E.
- Parents must be informed via telephone if a child has a bump to the head or any injury to a face, or any major injury.
- All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff must wear single-use disposable gloves and make use of hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. In any event, it is good practice to ensure that individuals treating colleagues/pupils ensure that their own cuts/grazes are covered to reduce the risk of transmission of infection.

School will keep a record of any first-aid treatment given by first-aiders and appointed persons in the school pupil accident book and CPOMS. This will include:

- the date, time and place of the incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first-aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first-aider or person dealing with the incident.

Further Action

If the nature of the injury is serious enough to warrant further attention e.g. contact with parent during school time, use of out-patients department, removed to hospital etc. or if the child has received a blow to the head, then an on-line Accident Form must be completed and

forwarded to the Health and Safety Team, Carlisle.

Pupils with Specific Medical Needs/Conditions

A list of pupils with particular medical needs is kept in the staffroom and is also recorded on Scholar Pack - See also Administration of Medication Policy.

Early Years ONLY

- We will notify local child protection agencies of any serious accident or injury to, or death of any child in their care, and act on advice given.
- There is at least one person on the premises at all times with a current paediatric first aid certificate.
- There is at least one person on all outings with a current paediatric first aid certificate.
- We will keep a record of accidents and first aid treatment.
- We will inform parents of any accidents or injuries sustained by the child whilst in their care and of any first aid treatment that was given.

Monitoring and Review

The head teacher monitors this policy on a regular basis and reports to governors, when requested, on the effectiveness of this policy. The policy will be reviewed every two years.

This policy was agreed by the governing body on 30th Sept 2022

Date of next review - Sept 2025.

Signed _____ (on behalf of the Governing Body).