

Love, Live and Learn

Our Lady & St. Swithin's



Catholic Primary School

First Aid Policy 2022

"As a Catholic Community centred on God's love, respecting all, we are committed to enable and encourage each person to be cared for in body, mind and spirit ensuring each individual achieves their full potential in a secure and caring environment."

Headteacher:_____

Chair of Governors:_____

Date:_____

DREAMS

"Dream, Believe, Achieve"

Discover

Resilience

Embrace

Aspire

Make a difference

Service

OUR LADY & ST SWITHIN'S CATHOLIC PRIMARY SCHOOL

First Aid Policy

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems are in place to ensure that all staff and children are given the same care and understanding in our school.

This policy:

1. gives clear structures and guidelines to all staff regarding all areas of first aid
2. clearly defines the responsibilities of the staff
3. enables staff to see where their responsibilities end
4. ensures good first aid cover is available in school and on educational visits
5. gives clear advice for COVID symptoms and procedures followed

This policy will be reviewed annually.

First Aid in School

Training

All teaching assistants, the admin assistant and selected lunch time staff have basic first aid training. There are also 4 fully trained first aiders. There should always be one first aider on the premises at any one time. First aiders attend retraining courses as per guidelines and termly meetings are organised in school. Regular contact with the school nurse and additional support/training will be provided as the need arises.

First aid and emergency kits

All First Aid provisions are stored in the school office and stock is maintained by Mrs Cotton, the admin assistant. First Aid kits are located at different stations around the school and mini kits are held by each lunchtime supervisor. PPE including gloves are included to protect staff and must be worn at all times especially when dealing with cuts and/or bodily fluids.

All classes and intervention rooms have a RED EMERGENCY CARD system in place.

Coronavirus

The main symptoms of COVID 19 are:

- new continuous cough and/or
- fever (temperature of 37.8°C or higher)
- loss of or change in, normal sense of taste or smell

Children may also display gastrointestinal symptoms.

School has protective measures in place to minimise contact with individuals who are unwell, ensuring those who have coronavirus symptoms, or have someone in their household who does, DO NOT attend school.

If a child or member of staff shows symptoms of COVID 19

If a child or staff member becomes unwell with coronavirus symptoms they will be sent home as soon as possible.

A child waiting to be collected will be isolated in a separate room behind a closed door, depending on the age of the child this isolation will be with appropriate adult supervision. PPE will be worn by staff caring for the child while they wait for collection and a distance of 2 metres will be maintained.

We will record and keep details of the incident.

If a child or member of staff tests positive COVID 19

If the headteacher is informed by a parent or staff member that a child or staff member has tested positive, the school will notify the Local Authority. The headteacher or an appropriate member of staff will identify direct and close contacts of the case during the 48 hours prior to the child or member of staff falling ill. This is likely to be class friends and the teacher/teaching assistant of the class. All direct and close contacts will be sent home and advised to isolate for 14 days. The individuals identified and sent home will be given a letter containing advice for contacts and their families.

Cuts

All open cuts should be covered after they have been cleaned with water. Children will always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. All cuts that have been treated should be recorded in the First Aid book and an advice slip sent home with the child. Anyone treating an open cut should always use rubber gloves. All blood waste must be disposed of in the yellow disposable bags, located in the office.

Bumped heads

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents or carers must be contacted by telephone and advised of the injury and a Head Injury letter completed. The child's teacher should be informed if the child is sent home. ALL bumped head incidents should be recorded in the First Aid book and an advice slip sent home with the Head Injury letter.

First Aid Book

There is a First Aid book located in the school office and lunchtime First Aid area in the canteen. Each year there is a new one and old ones are archived.

For major incidents, an electronic e-form will be completed and if necessary a further Local Authority ACC.1 form must be completed within 24 hours of the incident. The completed forms are filed in the school office.

Calling the Emergency Services

In the case of major accidents, it is the decision of the headteacher and fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in any such accidents.

If a member of staff is asked to call the emergency services, they must,

1. state location of the school
2. explain what has happened
3. give the child / adult's name
4. give the age of the person
5. say whether the casualty is breathing and/or unconscious

In the event of the emergency services being called, a member of staff, should wait by the school gate on the appropriate road and guide the emergency vehicle to a safe parking space.

If the casualty is a child, their parents should be contacted immediately and given full details of the accident. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children are held on the SIMS management system. Contact numbers for staff are held on the SIMS system and the Business Manager will get this information for you.

Medication in School

In school we will only administer medicines once written parental consent has been received. This includes prescribed medication and "over the counter" medicines e.g. calpol, throat sweets. Medicine forms are available from the school office.

When medicine is administered to a child there should be two members of staff and they must complete the Administration of Medicine (Short Term) book in the school office. The dose given must be recorded along with date, time and countersigned by the two members of staff.

Anti-biotics, anti-histamines, cough mixture/throat lozenges handed in by a parent for their child can be administered by one of the trained first aiders. This must be witnessed by another member of staff and recorded in the Administration of Medicine (Short Term) Book. The parental consent form must be stored with the medicine.

Creams for skin conditions such as eczema and sun cream can be administered with a consent form. HOWEVER, staff must not rub cream onto a child's body. Application of these creams must be made under the observation of another adult and **only** if a consent form has been completed by the parent. This application must be recorded in the Administration of Medicine (Short Term) Book.

Where medicine is stored

No medicines should be kept in the class or in the child's possession (except inhalers). All medicines must be kept in the fridge or a locked cupboard. Administration of ALL medicines should take place and recorded in the school office.

Asthma and other medical problems

At the beginning of each academic year, and as occurs throughout the year, medical problems that we have been informed of by parents will be shared with staff. A list of these children and their conditions will be kept in the relevant class register (confidentially in an envelope). Electronic versions will be kept by Mrs Cotton. Information on children with severe medical problems such as asthma, epilepsy and allergies will be produced and displayed in:

1. school office
2. school kitchen
3. staffroom

Epipens and anaphylaxis shock training

Some children may require epipens to treat the symptoms of anaphylaxis shock. If required, all epipens should be kept locked in a cupboard in the child's classroom. Staff will receive regular training on the use of epipens as appropriate.

Inhalers

Children should have access to their blue inhalers at all times. Children are expected to take their inhalers with them whenever they do rigorous activity including P.E and going outside on the field. A tin/other suitable container should be used to store them in the child's classroom. All inhalers should be clearly labelled with the child's name.

IT IS THE PARENT'S RESPONSIBILITY TO ENSURE CHILDREN HAVE INHALERS ON DAY TRIPS AND OFF SITE VISITS. CHILDREN WILL NOT BE ALLOWED TO GO IF THEY ARE DIAGNOSED WITH ASTHMA AND DO NOT HAVE AN INHALER.

Mrs Cotton will check expiry dates on all child inhalers at the start of each academic year and inform parents if or when a new one is required.

Diabetes

Some children require medication for diabetes. All medication should always be kept with the child. Only trained staff should administer this medication. Staff will receive regular training as and when required.

Any member of staff using a hypodermic syringe should:

- dispose of it in the correct manner
- wear protective gloves (supplies of which can be found with First Aid supplies in the school office)
- place in a yellow sharps bag
- ask the caretaker to arrange for disposal of the sharps box when necessary (each sharps box is capable of holding several needles)

If anyone should cut/prick themselves with a needle, they should squeeze the wound to make it bleed, wash the wound thoroughly with soap and water and cover the wound with a waterproof plaster. All such incidents should be brought to the immediate attention of the headteacher and recorded in the accident book.

If you think a wound could have infected blood you must seek medical advice immediately.

Headlice

Staff should not touch children's hair or examine them for headlice. If staff suspect a child has headlice then a standard letter will be sent to parents. The school nurse will be informed if problems persist and an inspection may take place.

Vomiting and diarrhoea

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 24 hours after the last symptom has elapsed.

Chicken Pox and other diseases/rashes

If a child is suspected of having chicken pox, we will look at their arms or legs. To look at a child's back or chest would only be done if we were concerned about infection to other children. In this case another adult would be present and we would ask the child's permission.

If a child has any of these infections they will need to stay off school for a recommended period of time. The school office will advise timescales from the Health Protection Agency.

Medicines off site

During residential and off site visits administration of medicines must always be recorded in the Administration of Medicine (Off-Site) book and initialled by two members of staff.

All procedures will be followed as if in school and completed forms should be filed on your return.

Menstruation

- education on puberty/periods occurs in Y6. This is conducted by the school nurse in consultation with the PSHE Lead and key staff
- the school will provide emergency towels/clean underwear to any girl in an emergency, these will be stored in the school office
- if menstruation happens off site, residential etc. Emergency towels/underwear will be provided
- parents will be informed if the pupil is distressed
- all soiled towels can be disposed of in the blue hygiene bins located in the toilets and hygiene procedures i.e. washing hands etc. must be followed.

All girls who have started their periods will be treated with dignity and kindness to ensure their needs are met and health and safety standards maintained.

This policy will be reviewed as required