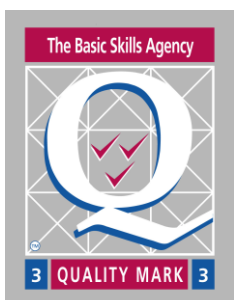




LIPSON VALE PRIMARY SCHOOL

First Aid Policy



Lipson Vale Primary School – First Aid Policy

Policy last review – Spring 2017

Policy next review –Spring 2019

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General Policy Statement

The Health and Safety (First Aid) Regulations 1981 place a duty on employers to provide adequate and appropriate first-aid equipment, facilities and qualified first-aid personnel.

At Lipson Vale Primary School we have a First Aid Policy in place to support the provision of appropriate first aid procedures and arrangements for our children, staff and visitors to the premises.

We aim to ensure that our policy is in line with the DfE Guidance on First Aid for Schools – a Good Practice Guide (a copy of which is available in the First Aid file in the school office).

At Lipson Vale Primary School we review our first-aid needs annually to ensure that our provision is adequate.

Liability

All staff are covered under the LA 'Employers Liability Insurance' and 'Public Liability Insurance' when dealing with an injury. Those not trained in First Aid are also covered, providing any action they have taken can be deemed a reasonable measure according to circumstance and that the action they have taken was the appropriate immediate step (verbal guidance from the LA).

Trained First Aiders:

Emergency First Aid at Work

Mrs Pam Renouf (Teaching Assistant, 6W) Certificate valid 07/10/2014 – 06/10/2017
Mrs Sue Chauhan (Teaching Assistant, Y1/Y2) Certificate valid 07/10/2014 – 06/10/2017
Miss Tara Smith (Teaching Assistant, Foundation) Certificate valid 07/10/2014 – 06/10/2017
Mrs Jayne Smart (Teaching Assistant, 4K) Certificate valid 05/09/2014 – 04/09/2017
Mrs Kerry Collins (Teaching Assistant 4K) Certificate valid 06/12/2016 – 05/12/19

Paediatric First Aid

Mrs Kelly Bennett (Medical Teaching Assistant First Aid Base)
Mrs Kate Timony (SENCo) Certificate valid 09/07/2015 – 08/07/2018
Ms Linda Healey (Teaching Assistant, 6AW) Certificate valid 17/11/2015 – 16/11/2018
Mrs Esther Forster (Teaching Assistant, 5H) Certificate valid 17/11/2015 – 16/11/2018
Mrs Amanda Smart (Teaching Assistant, 5M) Certificate valid 17/11/2015 – 16/11/2018
Mrs Amanda Searle (Teaching Assistant, 2T) Certificate valid 17/11/2015 – 16/11/2018
Mrs Jayne Smart (Teaching Assistant, 4K) Certificate valid 05/09/2014 – 04/09/2017
Mrs Kerry Collins (Teaching Assistant 4K) Certificate valid 06/12/2016 – 05/12/19
Mrs Esther Dallaway (Forest School Leader) Certificate valid 9/6/2016 – 9/6/2017

Emergency First Aid in the Outdoors:

Mr Diggory Vowles (Headteacher)

Mrs Esther Dallaway (Teaching Assistant) Forest School

Emergency First-Aid for Children:

Miss Rose Brennan (Teaching Assistant Lower Junior Department)

First Aiders Duty

A list of qualified first aiders is situated in the window of the First Aid Base the Staff Room and in the office.

A first aid teaching assistant is on duty in the First Aid Base between 8.45am and 1.15pm.

If first aid assistance is required to deal with an injury during lesson time, call for the assistance of the individual located nearest to your class.

First Aid provisions

Each class holds a small First Aid Kit containing:

- 10 assorted plasters
- 4 individually wrapped wipes
- 1 wound dressing
- 1 bandage
- 1 pair of disposable gloves

It is the responsibility of the Class Teacher to make sure that this kit is kept in an accessible place and to check the keep this kit adequately stocked.

Large First Aid kits are located in the school office, Class 6W and the First Aid Base. Each kit contains (according to HSE guidance):

- 20 assorted plasters
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium individually wrapped sterile wound dressings
- 2 large individually wrapped sterile wound dressings
- 1pair of disposable gloves
- HSE leaflet giving general advice on first-aid

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Additional items include:

Individually wrapped wipes
Resuscitation mask (First Aid Base)

- The large First Aid kit held in the school office is available for out of school excursions.
- The large First Aid kit held in class 6W is available for out of school sporting activities.
- The large First Aid kit held in the First Aid Base is available to be taken out onto the school playing field during sporting activities.

It is the responsibility of the last person using these kits to re-stock them as specified.

A stockpile of all first-aid equipment is held in the first-aid room. This includes forehead thermometers, a digital thermometer and sickness bags

During playtimes and the lunchtime break a First Aid trained member of staff will be on duty in the First Aid room.

First Aid procedure

In the event of an accident the following procedure should be adopted (information taken from Health and Safety Manual).

Minor injury (where bleeding/bruising/swelling etc. evident)

- Summon a qualified First-Aider or appointed person
- Use only approved equipment from the First-Aid boxes
- If in any doubt as to the severity of an injury summon expert help by telephoning 999 and follow directions.

(Information about making an emergency call is available in the first aid room and the school office)

Major injury

- Summon a qualified First-Aider or appointed person
- If in any doubt as to the severity of an injury summon expert help by telephoning 999 and request assistance
(Information about making an emergency call is available in the first aid room and the school office)
- Inform the Headteacher/Deputy Headteacher, School Office and parent/carer that an ambulance has been summoned.

Once the accident has been dealt with:

- Ensure the necessary recording action for the school is completed.
- Ensure the necessary accident report forms (Plymouth City Council and the Health and Safety Executive (see appendix 1'HSE Reporting school accidents') are completed as required.
- **Ensure that the first-aid box has been restocked**

Head and Facial Injury

Should a child suffer a bang to the head or face during the school day they should be taken to see one of the First-Aiders. The First-Aider will assess the injury to determine whether the injury requires further specialist medical assistance.

Parents should also be contacted and provided with details of the accident and the First-Aider's assessment if the injury be deemed at all worrying (but not an immediate threat). Parents will then be given the option to collect their child from school should they wish to.

All children who have suffered a knock to the head or face should be given an orange 'Head and Facial Injury' incident form to take home. For children in Foundation, Key Stage One this should be handed directly to the parent/carer at the end of the day or when the child is collected from school.

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Following a bump to the head or face, the class teacher/TA will be informed of the incident so that the child may be monitored

See 'Head and Facial Injury' form below

Lipson Vale Primary School	
First aid report	
Name:	Class:
Date:	Time:
This is a note to let you know that your child has seen a first aider today after suffering a bump to the head or face.	
Details of incident:	
Treatment given:	
A first aider checked your child carefully and considered him/her fit to stay in school. They have been monitored throughout the day.	
Although the bump was not considered to be immediately serious, further symptoms sometimes appear later on. Please read the advice overleaf on monitoring a child who has had a bump to the head or face.	

Advice following a bump to the head

Although your child has been monitored and deemed fit to stay in school, signs and symptoms related to bumped heads sometimes appear some time after the bump.

Please seek medical advice immediately if your child shows any of the following symptoms, as they may indicate a concussion or other concern.

- Becoming very quiet and/or unresponsive
- Confusion
- Vomiting
- Dizziness
- Dilated (enlarged) pupils
- Headache
- Nosebleed

If you cannot contact your doctor, you can get out of hours medical advice from the NHS by phoning 111. If you feel the situation is an emergency, call 999.

Other Injuries

Other minor injuries sustained in school may be recorded on the white accident slip and sent home with the child to inform the parent/carer of the event and to show that the child has been seen by a first-aider. For children in Foundation and Key Stage One this slip should be handed to parents upon collection/at the end of the day and not put into book bags where it may go unnoticed.

Lipson Vale Primary School	
First aid report	
Name:	Class:
Date:	Time:
Your child has seen a first aider today.	
Details of incident:	
Treatment given:	

Accident Forms/Accident Book

The First-Aider dealing with the incident will complete an accident report in the school accident report book. This will include the details of the incident and the first aid treatment given. Details of every incident, including minor, must be recorded in the Accident Book. The accident book is held in the First Aid room.

More serious injuries will require an accident report form to be completed and forwarded to the LA. These forms are held in the school office.

Medicines - *To be read in conjunction with the Administration of Medicines in School Policy*

Only medicines prescribed by a doctor should be administered and then at the schools discretion.

Medicines that have not been prescribed by a medical practitioner may only be administered in school if necessary after liaison with parents, (e.g. paracetamol, ibuprofen, antihistamines, throat lozenges).

It is essential that parents complete and sign the consent form in the same way as for prescribed drugs.

The administration of medicines is a voluntary duty undertaken by staff. There is no legal or contractual duty on teachers to administer medicine or to supervise a pupil taking it.

School staff may be asked to provide support to children with medical conditions, including administration of medicines (although they cannot be required to do so).

For all medicines, a parental consent form must be completed and kept with the medicine (see appendix 2 'Administration of medicines in school' form).

All medicine will be kept in a cupboard within the first aid based which is locked when unattended.

The Medical Teaching Assistant or a first aider will take responsibility for administering medicine during lunch and break times. The administration of medicines outside these times will be carried out by the Medical Teaching Assistant, a first aider or the class teaching assistant.

Older children are asked to report to the First Aid Base at the beginning of lunchtime to receive their medicine. Younger children will be collected from their classrooms

Children with specific health problems

Children with specific health problems or those suffering from a condition that requires regular medication (e.g. asthma, epilepsy, allergies) should be identified on a list to be kept in the First Aid Base, the school office and the Staff Room.

These children will also be highlighted on the class Barriers to Learning record. The medication required for these children, where suitable, should be kept in an agreed* place within their classrooms and be immediately accessible if needed by the child. Safety of all pupils is paramount and all medicines should be out of sight and reach of children within the classroom.

*Medical Advice will be sought and followed about the most appropriate place to store medication.

Children who experience a long term medical condition and may require immediate medication (for example diabetes, severe allergies, epilepsy) have their photograph and details of their condition kept in the First Aid Base and the Staff Room to enable appropriate care and help to be given promptly as needed. These children are also identified to other relevant personnel such as Meal Time Assistants, outside agency tutors and parent helpers.

Members of staff trained in the administration of required medication (i.e. Epi-pens, Blood monitoring, emergency epilepsy medication) are covered for liability and should therefore be solely responsible for its correct management.

Yellow medical waste bins

A Yellow sharps bin for the disposal of contaminated needles is available in for use in the Site Manager's room.

A Yellow Medical waste bin is available in the unisex by the cloakroom at the base of the stairs for the disposal of bloodied wipes and plasters.

Guidance notes on emergency First-Aid

Asthma Attacks

See attached guidance notes 'The Asthma Attack - what to do'.

Emergency First Aid

When dealing with an open wound you must always wear protective gloves.

Abbreviations - A. Check airways
 B. Check breathing
 C. Check circulation

SMA - seek medical attention

Banged heads and Faces

Minor - Clean any broken skin with a medical wipe.
 • Apply an icepack if deemed necessary.

Serious - A.B.C. Place in recovery position.
 • Treat wounds.
 • Heavy bleeding, use a thick pad of material - SMA

Broken limbs - see attached notes

- A.B.C. Do not move unless you have to.
- Immobilise the fracture, support the limb.
- Treat any open wounds - SMA

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Burns - see attached notes

- Treat with cold water for as long as the child can manage (a minimum of 10 minutes is suggested).
- If area larger than the size of an adults hand - SMA

Bleeding - see attached notes

- **Put on a pair of protective gloves**
- Clean area with medicated wipes
- Cover effected area with a dry dressing/plaster
- For more serious injury follow attached notes on 'Bleeding'

Eye injury -

- Where a foreign body is evident irrigate eye with water/saline solution
- For a more serious injury cover the eye with a bandage - SMA

Nose Bleeds -

- Sit child down and tilt the head forward, breath through mouth, pinch the soft part of the nose
- Lean the child forward placing a bowl on their laps
- DO NOT attempt to pack the nose
- Maintain pressure on nose for a minimum of 10 minutes.

Objects in nose -

- Block the clear side and encourage the child to blow through their noses
- If this does not work - SMA

Objects in ear -

- Insects - pour in tepid water/saline solution and the insect should float out
- If not - SMA

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Choking -

- Ask the child to cough
- If this does not work bend the casualty forward and give **5** back slaps between the shoulder blades in an upward motion
- If this fails place your closed left fist against the upper abdomen just below the ribcage with the thumb pointing upwards. Grasp with your right hand, pressing suddenly and sharply into the casualty's abdomen with a quick upward thrust. Repeat action **5** times.
- Repeat this sequence up to three times – **SMA**

Stings -

Bee stings – Remove poison sack with tweezers, do not break the sack. If possible keep the wound area in cool water to try to ease the pain. Bicarbonate of soda dissolved in water should relieve the pain.

Wasp stings – If stung in the mouth/throat give the casualty an ice cube to suck – **SMA**. Vinegar on the wound should help to relieve the pain.

In the case of anaphylactic shock – **AMBULANCE IMMEDIATELY**

Links to other policies

Supporting Pupils with Medical Conditions Policy

Administration of Medicines Policy

Intimate Care Policy

Equality and Diversity Policy

Accessibility Plan