

First Aid Policy

MARINE ACADEMY PRIMARY POLICIES

VERSION CONTROL SHEET

POLICY NAME: First Aid Policy

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Document date	Filename	Meeting submitted	Summary of changes required
02-05-13	MAP2 First Aid Policy	NA	New policy

Rationale:

To establish a coherent approach towards accidents and First Aid within school.

To help ensure the healthy well being of staff and pupils.

Purposes :

To ensure all staff are fulfilling the legal requirement in regard to the reporting of accidents

To put into practice the LA requirements on aspects of First Aid

To ensure all staff are aware of the First Aiders within School

To ensure that all staff are aware of how to deal with minor accidents

To ensure that all staff are aware of the position of First Aid boxes and equipment

To help prevent the deterioration of the condition of any patient

To ensure that all staff are aware of the contents of a First Aid box for School Trips and have some basic knowledge of their use.

Guidelines:

Be aware of basic hygiene procedures

- wash hands
- use gloves when dealing with wounds, vomit, urine etc.
- do not touch wounds etc

First Aiders within School are Siobhan Easton, Julianne Wickenden and Hayley Hugh. These 3 members of staff should always be called upon in the first instance.

The majority of the rest of the TAs and teachers have had some '1 day' first aid training too.

Consult First Aider if:

- any assistance is needed
- there is any question of broken limbs etc. (do not move patient)
- if you consider the child might be shocked
- the child bumps his/her head

Keep an up-to-date list of children with specific medical problems and how to treat them in an emergency.

No child should deal with another child's injury.

A child can deal with his/her own minor injury.

All injuries requiring treatment must be recorded in the School Accident Book.

All injuries requiring overnight hospital care or broken limbs should be reported accordingly.

First Aid boxes are labelled with a white cross on a green background and are situated outside the staff toilet area outside the staff room.

A First Aid box taken on a School trip should contain the following items: 2 medium dressings, 1 sterile eye pad, 10 individually wrapped plasters, 1 triangular bandage, 2 large dressing for a serious wound, 2 safety pins, mediwipes (or similar), scissors, tweezers, (made sterile if possible), water.

If any child requires Medical Aid contact parent/guardian as soon as possible.

If parental transport is not available telephone for ambulance or take child to hospital in staff private transport, if sufficiently insured, and accompanied by a first aider.

If child feels unwell within the classroom staff will use knowledge of the child and common sense to determine immediate procedure. Consult First Aider if unsure. Obviously if child is definitely unwell contact parents. Otherwise sit child in quiet area to see if situation improves. This is in the school office during lesson times and outside the staff room during lunch and break times.

Ensure that a school form is completed for any child who is sent home. See attached example Form (A).

Ensure that all, except minor incidents, are reported to parent using Form (B).

If a pupil sustains a head injury the first aider will inform the pupil's teacher and a note to that effect goes home.

Administration of Medicines:

All administration of medicines will be carried out in accordance with the 'Administration of Medicines in Educational Establishments' guidance published by PCC in April 2008.

Pupils who have medication that has been prescribed by a doctor may have the medication administered in school if the parent has completed a 'Medicines in School' form. The first aider will normally be the person to administer the medication.

Medicines that are not prescribed by the doctor will only be administered if the parent writes to the school giving permission and detailing dosage.

The person administering medication will complete an 'Administration of Medicines' form.