



Procedures for First Aid Policy

Person in charge: Sharon Richards

Accidents to pupils.

1. Minor Accidents

E.g. minor cuts, minor bumps, grazes, nosebleeds, slight twist of ankle that cannot be attributed to school organisation, such as lack of supervision, damaged or faulty equipment or the condition of premises.

- **Responsibility for dealing with accidents:**

Staff who are responsible for the child at the time of the minor accident are expected to administer First Aid for minor accidents i.e. class teacher if the accident took place in lesson time, first-aider on duty at break time, if accident took place at break time, midday assistant if the accident took place at lunch time. The injury must be recorded on a pupil accident record sheet and handed to the school office for filing.

If no first aid is administered but a possible injury has occurred e.g. if a child complains of a bad back or hurt leg, but there are no visible signs then the incident must be recorded in the incident file for the class.

- **Minor accidents in the classroom:**

Teachers (or non teaching staff if working in the class at the time of the accident i.e. Nursery/ reception) are responsible for administering First aid for minor injuries **on site** The injury must be recorded on a pupil accident record sheet and handed to the school office for filing.

- **Minor accidents at break time:**

First aid staff are responsible for administering first aid to pupils with minor injuries. First aid staff will use the first aid boxes located in the group room (nearest the yard). The injury must be recorded on a pupil accident record sheet and handed to the school office for filing.

- **At midday:**

The lunchtime supervisor will administer the first aid for minor injuries during lunchtime, using the medical room. All midday accidents are recorded on a council pupil accident record sheet and handed to the school office for filing.

First aid rooms

The main medical room is located next to year 6 classroom, where the disabled toilet facility is. There is also a medical box located in the new quad area in the middle of the school. Each classroom, including the new group room has a first aid box, containing basic first aid

equipment; plasters, dry antiseptic spray, cotton wool and plastic gloves and yellow medical bags for the disposal of the medical waste. The class list indicating the permission for each child will be with the first aid box. School forms for recording pupil accidents will be next to the first aid box in the stipulated areas.

- **Medical waste**

All medical waste such as cotton wool, used plasters which have been used to treat cuts, nose bleeds etc must be placed in the yellow plastic bags. The bags must be then secured so that the contents cannot fall out. The yellow bag can then safely be placed in any waste bin. **All accidents, where first aid e.g. cold compress is administered the child must receive an injury slip.**

2. More serious accidents.

E.g. bumped heads, bad fall, serious cut or bruising, suspected broken limbs, difficulty breathing, unconsciousness.

- In classroom

If in doubt, do not move the pupil. The teacher should send another child to the office to alert another available adult.

- Accidents at break time:

If in doubt do not move the pupil. Duty teacher should remain with the injured person. A child should be sent into the school to alert another member of staff. If it is a possible life threatening injury, telephone an ambulance immediately and then inform the parents or carers.

- Bumped heads

An adult must accompany all children with bumped heads to the Head teacher or Assistant Headteacher. The Head Teacher or Assistant Headteacher will decide whether the child should be sent home. The child must be given an injury slip, which must be sent home with the pupil.

- Anaphylactic attacks:

Several pupils who have severe allergies to, for example, peanuts. Some have Epipens, which need to be administered in an emergency, prior to or at the same time as someone is calling an ambulance (Please note: the ambulance service must be informed that it is an anaphylactic attack).

All first aid staff have received training in the administering of the Epipen. (2014)

- **Reportable accidents:**

All accidents, which are more than a simple graze, which result in the need for medical attention, whether hospital, doctor or clinic, require the completion of an accident report form (IR1) and a record made in the accident Book (Pupils) within 24hours of the accident. The

forms and book are kept in a locked filing cabinet in the school office. The person responsible for the pupil at the time of the accident completes them (e.g. at break time the teacher on duty). On completion these forms are sent to the Corporate Health & Safety Team and a copy sent to the Local Education Authority.

- **Hospital treatment:**

When a pupil needs hospital treatment or an ambulance has to be called, parents/ carers must be informed as quickly as possible.

If it becomes necessary for the parent/carer to go directly to the hospital to meet the ambulance a member of staff must accompany the child in the ambulance and remain with the pupil until the person with parental responsibility arrives.

Where a parent arrives and wishes to take the pupil to hospital by their own transport, the support of a member of staff must be recorded and/ or an offer to call an ambulance.

When a pupil is taken directly to hospital from school the Corporate Health & Safety Team should be notified immediately by telephone (0191 5331755) in order to investigate and if necessary inform the Health & Safety Executive.

B. Accidents to employees

Please Note: if an emergency situation arises e.g. difficulty breathing, possible life threatening injury 999 must be called immediately.

- **First aid**

Currently the following staff have undertaken the accident at Work training (First Aid in case of an accident to an employee).

**Mrs Barbara King Mrs Julie Chamberlain Mr Mark Robinson Mrs Rachel
Smith Mrs Gillian Young**

- **Work Related accidents**

All accidents incidents or near misses to employees require the completion of an Accident Report Form (IR1) and a record made in the accident book (Employees) within 24hrs of the accident/ incident. The forms and book are kept in a locked cabinet in the school office. On completion these forms are sent to the Corporate Health & Safety Team with a copy to the Local Education Authority.

- If the injury is serious or likely to result in the employee being absent from work for more than 3 days then the Corporate Health & Safety Team must be contacted on

0191 5531755 and the IR1 form forwarded as soon as possible to enable the incident to be reported to the Health & safety Executive within 10 days of the incident.

Children who become ill at school.

- Minor illness/ discomfort:

E.g. headache, feeling sick, sore throat, ear/tooth ache.

During lesson time, the pupil remains in class. The teacher should monitor the situation and if the pupil appears to become worse and does not seem to feel better, then the teacher should ask the office staff to contact the pupil's parent/carer. The child remains in class until the parent/carer arrives to take the child home. Children should not be sent to the office if they are feeling unwell- as there are times when there is no- one available to supervise/monitor the child.

During the lunch break, a member of the midday staff supervises sick children. The office staff would then contact the parent/carer if the child needed to go home.

- **Emergency contact procedures.**

Emergency contact numbers for each pupil are kept in files in the school office. These forms are filed in alphabetical order and are renewed and updated annually. The forms also indicate a second contact, should be the parent/carer be unavailable.

There may be times when it is difficult to decide how ill a pupil may be. When in doubt contact the parent carer giving as much information as possible. The parent may wish to come to school to see for him or herself before taking the child home, or seek medical advice.