

## The Old School Henstead

### **FIRST AID POLICY**

**This policy applies to all children in the school, including those in the EYFS.**

#### **Philosophy**

We recognise that first aid can save lives and prevent minor injuries from becoming major. Under duty of care we have a responsibility to take the appropriate measures to ensure that correct procedure is followed and in doing so the children in our care promptly receive the correct first aid treatment.

#### **Aim**

To make adequate arrangements for the provision of first aid to be made available at all times, while people are on the school premises and also off the premises, whilst taking part in school visits.

We aim to achieve this by:

- keeping updated and following current Health & Safety legislation
- having at least one qualified First Aider will be on site when children are present
- having an appointed person in charge of first aid arrangements – Mrs Lisa Mills
- having appointed Lynsay Read as qualified paediatric first aider for EYFS
- providing training and information for employees, enabling them to be fully qualified to administer first aid and to recognise the need for professional medical assistance
- having at various points throughout the school correctly identified and suitably stocked first aid containers and also portable first aid kits for off-site use
- carrying out the necessary risk assessment
- making due consideration and any necessary arrangements for children with specific needs
- keeping accurate records in the school accident book and keeping parents fully informed
- notifying parents immediately of any type of injury to the head and following this up with the appropriate advice
- taking specific care in the Science and IT area of the school- the area has its own first aid box and fire extinguishers
  - Children are not permitted to enter the room without a member of staff present
  - Each activity has its own risk assessment with consideration to:
    - the potential hazards of the materials used
    - the group of pupils that will be using the materials

A consequence of this is that the teacher may undertake an activity with one group of pupils and not with another, or direct very close supervision to individuals whilst an activity progresses
- The National Curriculum states that pupils should be taught to: "use simple equipment & materials appropriately and take action to control risks"
- It is good practice to ask pupils to consider risks involved in practical tasks and to discuss the precautions they should take to minimise the risks.
- Pupils in Year 6 are taught the St John Ambulance Young Lifesavers Award Scheme

#### **Accidents**

Should an accident occur at school first aid will be administered by a qualified member of staff. Parents will be informed either in writing or in person for all accidents other than minor cuts and

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bruises. Should the qualified first aider consider that hospital treatment is required, the school will make every effort to contact the parents before they are taken. However, in an emergency the school will act in loco parentis if it has been impossible to contact a parent.

### **RIDDOR**

In accordance with RIDDOR requirements, a separate Accident Book is maintained and held in the School Office. Reports are submitted to the Health & Safety Executive as required.

### **First Aid Kits**

These are located in the following places:

The School Office  
The Nursery Classroom  
The School Minibus  
The Science Lab

### **When to call an Ambulance**

Unless immediately apparent that an ambulance is to be called, this will be decided on in consultation with the qualified first aider at work.

### **Hygiene Procedures to be used when dealing with the spillage of bodily fluids**

Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people.
- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn.
- Any spilt blood or other body fluids should be cleaned up, with disposable absorbent paper towels. All towels, gloves and aprons should be disposed of by double bagging, surrounded by a yellow bag. These are available in the office or in the EYFS block.
- Ensure the area is cleansed with a suitable antiseptic solution.

### **Children with Asthma, Epilepsy and those with Diabetes**

Children with particular medical conditions for example: asthma, epilepsy, diabetes and severe allergies should have their medication located in their classroom and should be to hand when needed. Inhalers, insulin and epi-pens etc must be taken on all sporting activities and trips.

For further guidance, see Appendix 2

### **First Aiders**

Lynsay Read (Reception Class Teacher), Penny Rawlings (Nursery) and Lucy Butcher (Nursery) are all hold current up to date paediatric First Aid certificates and work in the EYFS. Lisa Mills (School Administrator) holds an up to date First Aid at Work Certificate.

All First Aid Qualifications are updated every three years. A list of all First Aid trained staff can be found in Appendix 1.

Reviewed September 2011