

Sunnyside Spencer Academy



First Aid Policy

Written by	L Millward
Ratified by Governors	
Date for Review	Spring 2023
Signed – Chair of Governors	Dianne Raynor
Signed - Principal	Laurie Baczynski

Aims:

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees or visitors.

This policy shall be shared with all employees during their induction to ensure they are familiar with the school's first aid procedures.

The governors are committed to the George Spencer Trust procedures for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

What is first aid?

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

First aid and medication

At least one member of staff with current first aid training is on the premises at any one time.

The school currently has two members of staff with the First Aid at work qualification all members of staff in EYFS have Paediatric First Aid training and at least one member of staff has a First Aid qualification in each of the key stages. A4 posters displaying the names of all first aiders and procedures are displayed around school with First Aid points for access to kits.

Our First Aid Kits:

- Comply with the Health and Safety (first aid) Regulations 1981 and British Standards- BS 8599-1:2011
- Include assorted plasters, disposable sterile triangular bandages, eye pads, medium-sized dressings, large-sized dressings, sterile cleansing wipes, gloves, first aid guidance leaflet, contents list, disposable emergency foil blanket,

safety pins, resuscitation aide, tough cut shears/ scissors, hydrogel burn dressing, disposable emergency foil blanket, microporous tape, finger dressing,

- Are regularly checked. Class teachers and support staff are responsible for maintain the resourcing of the kits in their individual classrooms. Midday supervisors are responsible for the resourcing of their lunch bag. The school office hosts one of five main first aid kits which is regularly checked and restocked by the first aid lead. A second is located in the nursery which again is regularly checked and restocked by the first aid lead. The remaining three are located in the hall in the cupboard marked with a first aid sign. The kitchen which is for use by the kitchen containing blue plasters, dressings etc for any kitchen incidents and the last box is located in the orchard all of these boxes are checked regularly by the first aid lead.
- Are re- stocked as necessary
- Are easily accessible

Accident books

- There is 1 accident book on the school premises. This is kept safely but accessible to first aiders.
- The accident book is taken from the office by the first aider to complete the slip for the pupil. The book is then returned to the office after completion. The child's class teacher will be informed of the accident and the slip will be sent home with the pupil at the end of the school day. For any accident involving a bump to the head the office are informed immediately by the first aider and the parents are contacted as soon as possible by office staff to inform of the head injury.
- The office staff have a book for accidents that happen to staff and visitors to the site
- Any **serious** accidents are reported on TAMS by the lead first aider which is monitored by staff at George Spencer
- All staff know where the accident book is kept and how to complete it.
- A near misses book is kept in the office to record any potential accidents and this will be checked by the site manager.
- A follow up book of any child who has been advised to seek medical advice after an accident at school (for example what advise was given by the nurse, doctor or hospital)

Our accident book keeps a record of any first aid treatment given by first aiders and other members of staff. These must be written in pen, completed on the same day of the incident and include:

- The date, time and place of the accident.
- The name of the injured person.
- Who if anyone witnessed the injury, who filled in the accident form and who treated the injury.

- Details of the injury and the first aid given.

The information in the accident books can:

- Help the school identify accident trends and possible risk areas for improvement in the control of health and safety risks.
- Be used for reference in future first aid need assessments;
- Be helpful for insurance and investigative purposes.

All completed accidents books are stored in the locked first aid cupboard for reference in the future.

Ofsted requirement to notify parents and the Data Protection Act

Parents must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst at school. **The first aider who treated the injury will be the person who contacts the parent** to inform them of what happened and recommended next steps. This will either be through the accident slip from the accident book or via a phone call from the office by either the office staff or the first aider.

Staff must be aware of the data protection act and must not allow parents to have access to information or take photographs other than of their own child.

Administration of medicines at Sunnyside Spencer Academy

This applies to all pupils, including those who do not have an individual health care plan.

Medicines will be safely stored in the office. A written record will be kept by the office staff and stored in the medical file in the office. This will include date, time, dosage and the name of the member of staff who administers the medicine.

- Any parent can request that their child is given prescription medicine in school. Sunnyside Spencer will only accept medicine that has been prescribed by a GP, dentist or hospital.
- If medicines (including asthma medication) are to be administered in school parents must complete and sign a form which must be handed into a member of the office team before any medication can be administered.
- It is preferable that pupils take medicine at home, before or after the school day. Parents are encouraged to ask their GP's for medical prescriptions that fits around the school day.
- Prescribed medicines must be in date, prescribed by an NHS doctor and provided in the original container with dosage instructions.

- Parents must regularly renew the school supply of medicines and be responsible for visiting the GP to collect repeat prescriptions.
- At the end of the school year in July the school will return all medicines in store to the parents.
- The school will not be held responsible for any side-effects due to the correct administration of prescribed drugs.
- If the administration of prescribed medication requires medical knowledge, individual training will be provided for the relevant member of staff by a health care professional.

Medical Emergencies at Sunnyside Spencer Academy

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment.

The child and the parents will be informed about the school's arrangements and there will be details in the plan if appropriate.

The school will call an ambulance before contacting parents if a child becomes seriously ill- this applies to all children and not only those with health care plans. The school will arrange for a competent member of staff to travel to hospital in an ambulance and act in loco parentis until the parents arrive. The member of staff in loco parentis will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

For information the nearest hospital to Sunnyside Spencer Academy is:

[Queens Medical Centre](#)

[Address: Derby Road, Lenton, Nottingham NG72UH](#)

[Phone: 0115 9249924](#)

[Hours](#)

Open 24 hours Emergency department: Open 24 hours

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting – or other authorised adults – if a child becomes ill while in the school.

- We do not provide care for children, who are unwell e.g have a temperature, or sickness and diarrhoea. Or who have an infectious disease.
- Children of families are not excluded because of HIV status.

- Good hygiene practice concerning the clearing of spilled bodily fluid is carried out by the Health and Safety Coordinator or the first aiders.
- Children with head lice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in the school.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the school. Staff may or may not be informed about it.

Treatment of injuries

Following an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider should call an ambulance on the following occasion:

- In the event of a significant injury or head injury
- If bleeding cannot be controlled
- In the event of a period of unconsciousness
- Whenever a fracture or break is suspected
- Whenever the first aider is unsure of the severity of the injuries

Treatment of head injuries to children

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress. Parents/carers must be contacted about all bangs to the head. This will be recorded in the accident book and the slip given to the parent/carer and will inform the parents what to look out for of possible signs or symptoms of something more serious. It is the responsibility of the first aider to inform the class teacher.

First Aiders should be sort if the child:

- Becomes unconscious
- Is vomiting shows signs of drowsiness
- Has a persistent headache
- Complains of blurred vision
- Is bleeding from the nose/ears and/or
- Has pale yellow fluid from the nose or ear

If any of the above symptoms occurs in a child who has had a bang to the head, **urgent medical attention is needed**. Parents should be contacted and the emergency services too.

In the event of an accident in which the child cannot stand unaided, he/she should not be left in the position that he/she was found (even if this is in the toilet or playground) so long as it is safe to do so and the first aider must be called to assess the situation.

Treatment of suspected breaks/fractures

The seven things to look for are:

1. Swelling
2. Difficulty moving
3. Movement in an unnatural direction
4. A limb that looks shorter, twisted or bent
5. A grating noise or feeling
6. Loss of strength
7. Shock

If it is an open fracture, cover the wound with a sterile dressing and secure it with a bandage. Apply pressure around the wound to control any bleeding.

Support the injured body part to stop it from moving. This should ease any pain and prevent any further damage.

Once you have done this, call 999 or 112 for medical help. While waiting for help to arrive, don't move the injured person unless they're in immediate danger.

Keep checking the casualty for signs of shock.

First aid training states that clothing should only be removed if absolutely necessary. Where clothing needs to be removed which could cause a safeguarding issue then two members of staff should be present. Only one needs to be first aid trained. However, if waiting for a second member of staff puts a child's life in danger than the first aider should not withhold treatment.

Disposing of blood

Blooded items should be placed in the yellow clinical waste bin in the female staff toilet near the office.

Splinters

Splinters can be removed if they are small and you can see the angle it went in but not if they are embedded or in a joint. They must be extracted in the same direction they went in. Sterile single-use tweezers are stored in the first aid cupboard.

Cold packs/Ice Packs

Cold packs are stored in the fridge in the dinner hall, EYFS and the school office. They must not be placed in the freezer under any circumstances as this can cause cold burns. The packs come with a cover which should be used. Instant ice packs are

single-use only and for the treatment of sprains and strains. They are stored in the first aid cupboard.

Precautions when using ice and heat DO NOT USE ICE AND HEAT

- If the casualty is diabetic
- Over areas of skin with poor condition
- Over areas of skin with poor sensation to heat or cold
- Areas with known poor circulation
- In the presence of visible or know infection

Asthma

We have many children at Sunnyside Spencer with asthma. All inhalers are kept in each individual child's classroom in a see through plastic tub. Clearly labelled. So inhalers are on hand in the event of an attack.

All inhalers should accompany children when they are off the school grounds e.g on trips, swimming, visiting another school etc.

IF A CHILD UNDER 12 HAS AN ASTHMA ATTACK

1 Help them sit up straight and keep calm.

2 Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds up to 10 puffs (use a spacer with their inhaler if they have one).

3 Call 999 for an ambulance if:

- they don't feel better after 10 puffs
- their symptoms get worse-eg. Cough, or breathlessness, wheeze, tight chest or tummy/chest ache
- you're worried at any time.

4 Repeat step 2 if the ambulance takes longer than 15 minutes.

The school will work with parents and pupils to complete an asthma plan which will be reviewed annually or as needed. This plan and support for parents and schools is available from <https://www.asthma.org.uk/advice/child/life/school>

Information for parents re managing asthma in school from asthma.org.uk

Individual Healthcare Plans

Some children with medical conditions like asthma have an individual (IHP). This sets out key points about your child's asthma, like their symptoms, medications and what to do in an emergency, so school knows how to support them.

Not all children with asthma need a IHP, but it's a good idea to have one if the child's asthma symptoms often get worse which could lead to an emergency situation like an asthma attack. The Principal has overall responsibility for IHPs, so they're the person to ask if you think your child needs one.

Parents: Manage your child's medicines at school or nursery

Your child may need to use their medicines at school or nursery, especially their reliever inhaler (usually blue).

- Make sure your child's inhaler is in date, and kept in the original box with the prescription label attached and instructions included.
- Make sure your child knows where their inhaler is kept- it shouldn't be locked away.
- Show the teacher or keyworker your child's reliever inhaler and explain how to use it.
- Explain that if your child has a spacer, they must always use it as it helps make their inhaler more effective.
- If your child needs to take any extra medicines during school or nursery hours, make sure they're still in date.
- Ask how often the school checks inhalers to make sure they're still in date.

Plan for asthma attacks

Your child's teacher or other key staff, need to know the signs that your child may be having an asthma attack, and when to call 999.

Your child's written asthma action plan should list asthma attack symptoms and step-by-step instructions on what to do.

Make sure staff understand that your child mustn't be left alone without an adult present until they're feeling better.

ALWAYS SEEK THE ADVICE/ATTENTION OF A QUALIFIED FIRST AIDER IN THE EVENT OF AN ASTHMA ATTACK

Epi-Pens

All Epi-pens are labelled and kept in the individual child's classroom. The school has two spare Epi-pens. One for infant aged children and one for junior children.

All members of Paediatric trained staff cover Anaphylaxis and Epi Pens in their first aid training.

Anyone can administer an Epi-pen in an emergency if the adult /child is unable to do this themselves.

Training

A record of all training related to first aid is held by the Office manager and an extra copy of First aid certificates is held in the first aid file and is reviewed regularly to ensure that certificates are renewed and kept up to date.

Approved by:
Chair of Governors:
Last reviewed:
Next review due by

