

Kington Primary School Policy for First Aid

This policy outlines the practices and procedures adopted by our school with relation to First Aid. It details personnel involved in the delivery of First Aid, practical information about the storage of First Aid equipment and outlines day to day First Aid procedures.

In addition to this First Aid policy we also have a policy for medications in school.

Personnel

In school we have 5 named First Aiders: Mrs A. Welson, Mrs. B. Hedley and Mr P. Ward-Willis, Mrs C Guy and Mrs T Gouldby

In addition, all staff have attended First Aid at work training appropriate to the area of school in which they work e.g. EYFS.

Equipment

First Aid kits are kept in each classroom and our LST team also have individual kits. Cold packs for injuries are kept in the fridge/freezer and there are instant ones available for off-site activities and are part of every First Aid kit. First Aid bags are taken outside by the person on playtime or lunchtime duty. In school we have a defibrillator which is kept in the staff room and emergency anaphylaxis kit which is wall mounted outside the staff room.

Precautions for off-site activities

Classes leaving the school premises take their class First Aid kit with additional supplies (kept in Mrs A Welson's store room and the lockable cupboard in the First Aid room) and if travelling on a bus a sick bucket/bags with essential cleaning aids.

Procedures

Plastic non latex gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of into a nappy bag (found in all First Aid kits) and put either into the First Aid bin in the first aid room or into the staff toilet sanitary bins.

An up to date list of child medical conditions is kept in the office by Mrs. A. Lewis/Mrs R. Price.

More serious accidents should be recorded on the 'accident incident' form (kept in a blue box file in the school office) with parents and the class teacher informed.

Head injuries

The child will be given a yellow 'bumped head' letter and be seen by one of the named First Aiders when a significant injury or further support is needed. The letter's issue will be recorded on the class injury log along with the time of the incident, the school office will ring home to inform the family if significant, the child will be given a bumped head sticker and monitored by their class adults. There is also a pink First Aid letter to record minor injuries which will

also be recorded on the class log. In addition we have a blue asthma inhaler letter which is for recording the use of the child's own inhaler or the school's emergency one.

Emergencies

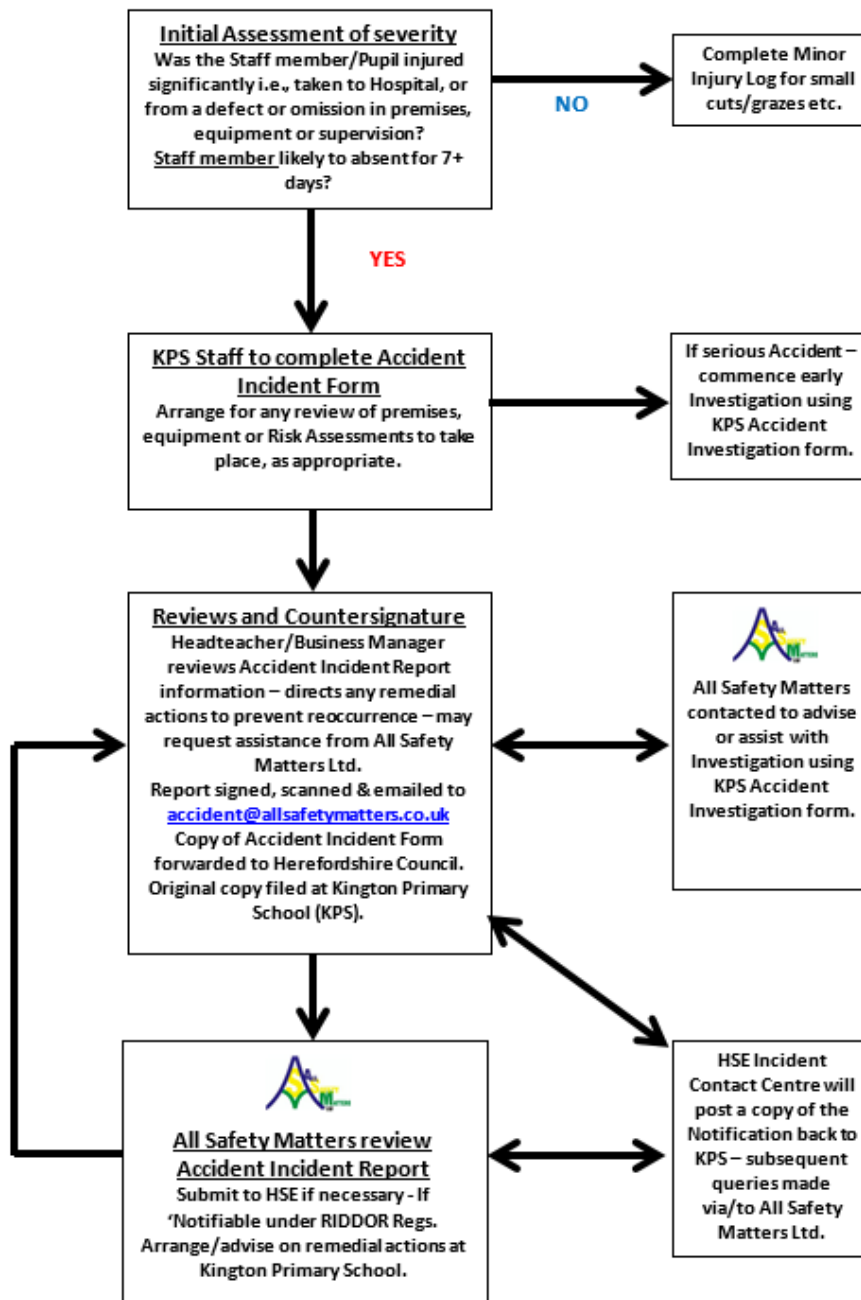
In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted.

If a child needs hospital treatment in a non-urgent situation, the parent will be contacted to accompany the child to hospital.

All injuries which require further medical attention need to be recorded on an 'accident incident form' which are kept in the school office and will need to be sent to Herefordshire Council.

Please see the following page for the flowchart to further explain our accident reporting procedure.

Kington Primary School - Accident Reporting Flowchart



Additional First Aid guidance

Inhalers are kept in the child's classroom with easy access guaranteed, Mr Ward-Willis, Mrs Hedley and Mrs A Welson also have emergency inhalers and Mrs R Price maintains the annual asthma information returns which is kept in the school office.

If controlled drugs such as Ritalin are on the school premises they will be kept in a locked container in a locked area by Mrs A. Lewis and double signed for in a record book. For children who are susceptible to anaphylaxis shock their medication is kept in Mrs Lewis' office/Nursery office clearly labelled with the child's name and information about what to do enclosed in the box, an epi-pen will also be kept with the child's class first aid kit.

In the staff room there is an area dedicated to First aid and details of any courses are displayed here. The 'Infectious diseases' handbook is kept in the staff room for easy access.

Accidents involving external bleeding

Normal first aid procedures should be followed, which should include the use of disposable gloves.

Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed.

Splashes of blood from one person to another.

Splashes of blood on the skin should be washed off immediately with soap and water.

Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.

After accidents resulting in bleeding, contaminated surfaces such as tables should be wiped down and cleaned with the anti-bacterial wipes present in every classroom.

Medicines – see our policy on medications.

Health and Safety Responsibilities

The Health and Safety Executive take the view that provided the school management and staff act in accordance with the health and safety policy and guidelines issued by the LEA, asking advice when in doubt, and then there should be no difficulty in meeting Health and Safety obligations. This approach will also ensure that Head teachers, Governors and staff remain within the protection of the LEA's insurance policies.

Policy Statement

The Governors and Head Teacher of Kington Primary School accept their responsibility under the Health and Safety (First Aid) regulation 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Signed _____
Head Teacher

Date _____

Signed _____
Chairperson of the Governing Body

Date _____