

Ruckleigh School

First Aid Policy

At Ruckleigh School we endeavour to provide the very best possible care for our pupils, staff and visitors. We will ensure that any pupil, member of staff or visitor is well cared for in the event of an accident or illness no matter how minor or major. All teaching staff at Ruckleigh have undergone training.

Mrs K Gill and Mrs S Wilson are the designated First Aiders, trained to administer basic First Aid to pupils and we will ensure that all our pupils will be attended to with care and kindness when in need of First Aid.

Often injuries which are sustained are minor, but in cases of more serious injuries we will always treat and seek medical advice as appropriate.

Objectives:

- To report and record all accidents/incidents
- To provide equipment and materials to carry out First Aid treatment
- To establish procedures for managing accidents/incidents which require First Aid treatment
- To provide information to all employees about First Aid
- To make arrangements to provide and update First Aid training to members of staff
- To report any identified hazard to the school Health and Safety coordinator

First Aid Training:

All permanent members of staff will be given the opportunity to attend the basic three hour First Aid training course which is valid for three years and the opportunity to update themselves every three years.

The designated First Aiders at Ruckleigh will undergo the Paediatric First Aid course which is valid for three years and will be given the opportunity to update this every three years.

Location of First Aid Boxes:

- Staffroom
- Office
- Nursery
- Kindergarten
- Travel Kit located in the staffroom

First Aid Boxes:

First aid boxes will be regularly checked and restocked each half term or as required by the designated First Aider. It is the responsibility of staff to inform the designated first aider if they should require any additional supplies.

Each box will contain;

- Micropore
- A variety of sterile dressings
- A triangular bandage
- Scissors
- Gloves
- Ice packs
- Tweezers
- Bandages
- Alcohol free wipes
- Gauze
- Eye patch
- Sterile eye solution
- Sterile mouthpiece
- A variety of non allergenic adhesives
- Safety pins

Medical Room:

The Study is the designated medical room.

Accident procedures:

In the event of an accident the First Aider/member of staff will act 'in Loco Parentis' and will seek appropriate medical advice/treatment. On the child's entry to the school all parents are required to sign a 'Health and Safety Declaration' and staff will be advised of any concerns regarding individuals.

During playtime children in Lower School, Middle School and Upper School with injuries which require First Aid treatment will be sent to the staffroom where they will be seen by a member of staff. If the injury is deemed more serious the child will be seen by the designated First Aider.

During lunchtimes, injuries will be dealt with by the lunchtime supervisors in the first instance who will administer first aid if necessary.

In both cases injuries that require closer attention will be sent to the staffroom where the designated first aider will either administer first aid or seek medical advice and inform parents.

All accidents/incidents must be recorded in the accident/incident folder, which is kept in the office, in the correct section and parents should be informed either immediately if the injury is deemed to be more serious or at the end of the day for minor injuries.

Head Injuries:

Head injury, no matter how minor, should be recorded in the accident book; **parents must be informed immediately** and a head injury letter sent home that day. Ice packs are to be applied if appropriate.

Treatment of injuries:

All grazes or abrasions are to be cleaned using either a clean paper towel or gauze swab and water. A hypo allergenic adhesive or small sterile dressing should be applied.

Any injury which is considered to be more serious such as an open wound or sprain must be referred to the designated First Aider.

All injuries which involve soft tissue/muscle sprains etc must be treated using an ice pack; these are located in the First Aid boxes and in the office. If possible the limb needs to be elevated to help minimise swelling.

Parents must be informed as soon as possible about the injury and treatment given.

All injuries which are deemed to be more serious such as open wounds, sprains, bumps to the head should be reported immediately to the Headmistress, recorded in the accident book, a more detailed account of the accident/incident must be recorded in the Accident/Incident folder, which is located in the office and parents informed immediately.

If a child sustains an injury which in the opinion of the First Aider requires medical attention, parents must be informed immediately and in the case where a parent can not be contacted the First Aider and school will ensure that the child receives immediate medical attention wherever possible.

Should a child experience illness during the course of the day the office will be asked to contact the parents to take the child home.

Should any child have sickness or diarrhoea he/she must not return to school until no symptoms are experienced for a minimum of 24 hours.

Medicines:

There is no legal requirement for staff to administer medicines to pupils. If it is necessary for a child to take a dose of medicine during school hours, we ask that the parents come into school at lunchtime to administer the dose. If parents are unable to come into school and the child has to complete a course of medication the parent should speak to the Headmistress. If medication is brought into school it must be clearly labelled with the child's name, class, dose and time to be administered and stored in the office and administered by a designated member of the office staff.

All medication administered must be recorded with the time, date, signature of the person administering the dose and witnessed and signed by another member of staff.

Epipens and Piriton are stored in the First Aid cupboard in the staffroom, and if the child is in Nursery or Kindergarten there will be a second one stored in their classroom First Aid cupboards.

The children who require this medication will have a photograph pinned on the First Aid board in the staffroom.

A list of children who have other medical conditions which require medication will also be pinned on the First Aid notice board in the staffroom. This list will be updated as required.

Guidance on when to call an ambulance:

The office should be asked to call an ambulance in all cases and the Headmistress must be informed.

Ambulances should be called if a child:

- Has a suspected back, neck or pelvis injury
- A head injury which results in loss of consciousness or if the child appears disorientated or confused
- If a child has a suspected broken leg or ankle
- If a child is choking
- If a child has a severe asthma attack which is not relieved by their inhaler
- If a child has to be given an Epipen following an allergic reaction
- If a child appears to have difficulty in breathing

The child should not be moved whilst waiting for the ambulance (except for a choking child). They should be covered with either a coat or blanket to keep them warm and a member of staff must remain with the child to give reassurance. The office will inform parents.

If an incident happens on the field or outing, the teacher in charge must inform both the school office and Headmistress who will call the ambulance service if necessary. The school office will also inform the parents and direct the ambulance service to the area where the injured child is.

Hygiene procedures for dealing with the spillage of body fluids:

- **Gloves must be worn**
- Children should be asked to vacate the area near the spillage
- The area must be cleaned and disinfected immediately. If available, a member of the cleaning staff may be asked to assist
- Spillage should be covered with sawdust and a yellow triangle placed next to area.
- Sawdust and yellow triangles are kept in Lower School's ground floor cloakroom, the Staffroom and on Top Floor. Disinfectant is kept in the box in the staffroom
- All waste, including gloves should be placed in a black bin bag, which should be tied at the top and placed into the outside bin immediately
- **Staff must wash their hands**

Arrangements for pupils with particular medical conditions:

A list of children's names with particular medical conditions and where to locate their medicine will be displayed on the First Aid board in the staffroom. A photograph of the children who need Epipens will also be displayed on the board.

Storage of Epipens and Allergy Medicine:

Kindergarten and Nursery

- Stored in First Aid cupboard in Nursery and Staffroom

Lower, Middle and Upper school

- Stored in First Aid cupboard in staffroom

All Epipens and medicine should be clearly labelled with the child's name and form.

Accident Book:

The Accident Book should be filled in following the accident by the member of staff who has witnessed or dealt with the injury. All parts of the accident book must be completed including:

- the number of the accident book
- date of accident
- injured pupil
- incident details
- description of incident
- name and position of person treating injured pupil
- Action taken
- Whether parents were informed
- If parents were informed then it must state in the accident book how they were informed, who made the call and who they spoke to; e.g. Mrs Smith (teacher) telephoned Mrs Bones (injured pupil's mother).
- If school is unable to contact parents and a message has been left, this should also be recorded in the accident book.
- The time the message was left must be recorded in the accident book, e.g. Mrs Smith (teacher) left message on Mrs Bone's (injured pupil's mother) answering machine at 1.15pm.
- **Sign and date**