



**St. John's**  
CE Primary School

# **First Aid Policy**

## **FIRST AID RESPONSIBILITIES**

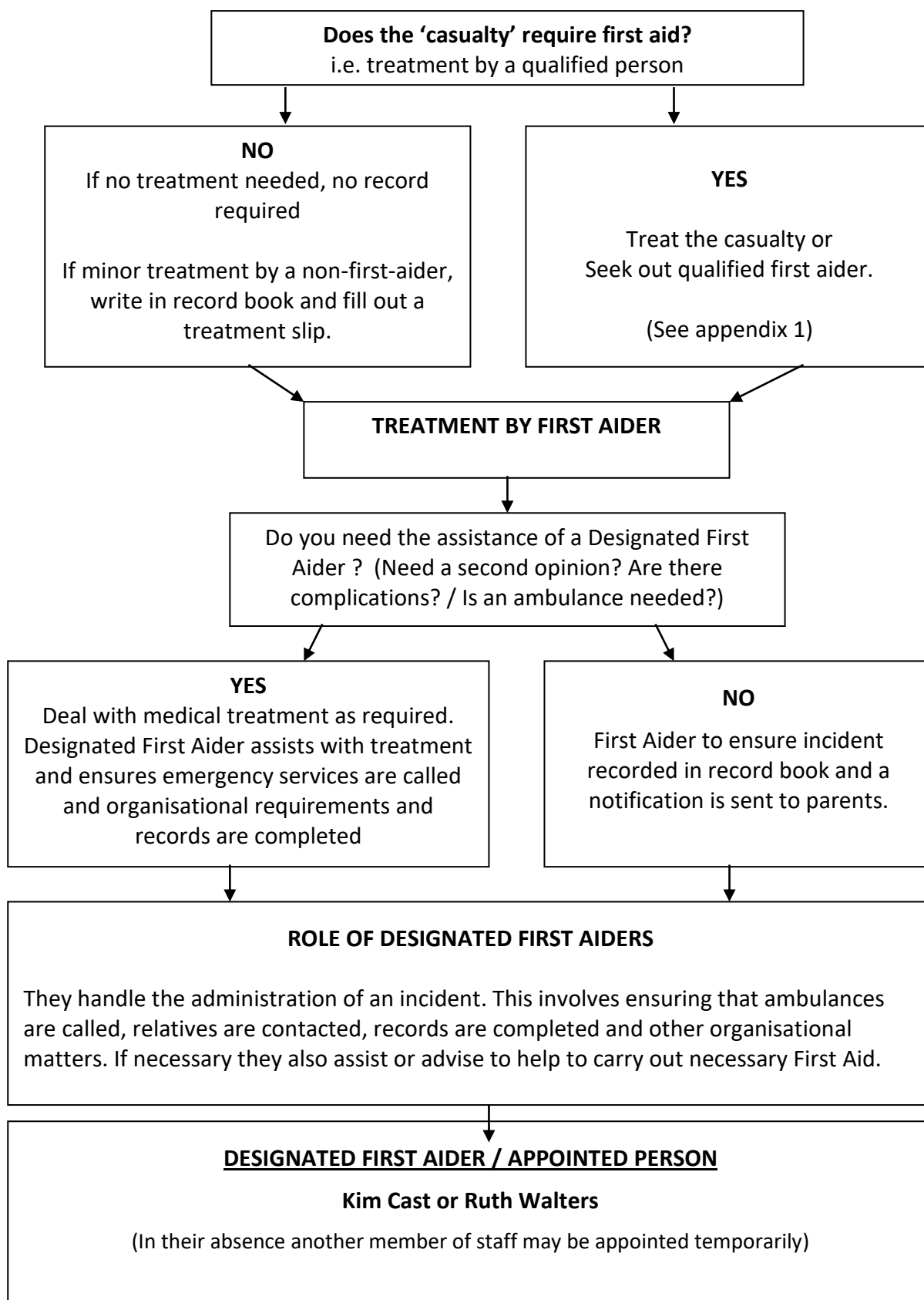
1. In all situations it is the prime duty of the teacher to protect the safety of the pupils in their care. Please ensure that all safety guidelines are understood and followed.
2. The person on duty is the first point of reference for any incident. Their assessment of the incident is the starting point for further action.
3. Before school, teachers in the KS1 or KS2 units will take initial charge, delegating if appropriate to a First Aider.
4. During the school day the teacher in charge will take responsibility or delegate it to a First Aider. The principal First Aiders are Kim Cast and Ruth Walters who have completed the First Aid at work training. An up to date list of trained staff is on display in school in the school office, Kitchen, staffroom and at first aid stations.
5. After School Events must be covered by the person in charge. Hirers must be aware of their responsibilities to provide First Aid Cover

## **INITIAL ASSESMENT**

The initial assessment may be such that further assistance is required. In which case:

- a) Stop all activity
- b) Send for back up support if necessary.
- c) When qualified back up or an appointed person has arrived, responsibility for continuing care passes on to the support person, but staff should check whether the First Aider needs another adult to assist them before leaving them alone with a casualty.
- d) If needed, extra adult to the First Aider to get deliberator from staff room and give to First Aider to use as per training.

The following flow chart aims to enable staff to assess each medical incident and take the necessary action.



## FIRST AID PROVISION

1. **First Aid Kits** are located in the staff room, school office, the kitchen, nursery and breakfast club. Also, in first aid stations along corridor.
2. **The Main First Aid Station** is outside Year 1. There are also additional stores of First Aid supplies, tissues and sanitary protection in the first aid store in the staffroom.
3. **It is the responsibility of staff to ensure they have adequate First Aid Supplies before they go on school visits. There are portable First Aid Kits available** from the First Aid Store in the staffroom for after school activities and off-site visits as well as disposable sick buckets to take.
4. **Hygienic Protection.** Disposable gloves and aprons are available to be used when dealing with incidents involving blood, urine, faeces and vomit. (**Gloves must be worn.**) Safetygel is to be used to cover vomit on hard floors and the area cordoned off or a CAUTION sign used to prevent people slipping on it. Once absorbed it should be swept up from hard surfaces using the appropriate 'illness' dustpan and brush and disposed of in yellow clinical waste sacks, which are disposed of in the bin in the disabled toilet. The area and cleaning utensils should then be disinfected immediately and disposable protective clothing worn by the person carrying out the cleaning. This should also be disposed of as clinical waste in the bins in the disabled toilet.
5. Safetygel are available in the First Aid Store for use on carpets and in coaches. Disinfectant wipes are for coaches and occasional small accidents. Once the granules – or saw dust- is swept up, carpets should be disinfected and the area covered until the site manager is available to clean it thoroughly with the industrial carpet cleaner. He can be called on his mobile to do this if necessary. If it is towards the end of the day, please notify him in his cleaning book and keep children away from the area.
6. **Clinical Waste** bags (yellow) are provided in first aid kits for the disposal of first aid waste or the transportation of soiled items of clothing from the school to the pupil's home. All waste materials soiled with blood, urine, faeces or vomit **must** be disposed of in the appropriate clinical waste bin stored in the disabled toilet.

## FIRST AID RECORDS

1. A **record book** is situated by each First Aid station to be completed when any First Aid is administered. The white copy of this is sent home to parents and yellow copy is kept in book for school records (Please keep them shut to maintain confidentiality.) Once book is completed please give to office and collect a new record book.

2. If a call is needed home a record of this will be kept on the First Aid slip.
3. If a child needs hospital treatment, or the injured person requests it, or there are concerns about the long-term consequences of an incident, a form will be sent to Dorset County Council. These are kept in the school office and the responsibility to complete these rests with registered First Aiders or the person dealing with the incident.

## **BUMPED HEADS**

1. Ice should be applied immediately to reduce swelling but not kept on too long. Child to sit down with the First Aider for 10 minutes whilst applying ice pack to be monitored for signs and symptoms (see below) by First Aider.
2. If the bump is significant phone home to notify parents of a bump on the head and if necessary arrange for the child to go home to rest and be observed.
3. Any child they bumps their head in school will receive a wrist band with the time and date of the bump as well as a first aid slip to be taken home at the end of the day. Parents have been asked to remove the wrist band at the end of each day.
4. If the child is displaying worrying symptoms (drowsiness, severe headache, confusion, disturbed vision, vomiting, dizziness or feeling sick), do not delay treatment while waiting for parents to arrive. Call an ambulance or arrange to meet parents at the hospital.

## **RECORD OF MEDICAL CONDITIONS**

- The office staff keep an up to date record of medical conditions and allergies, a copy of which is distributed to all Class Teachers, MDS, Teaching Assistants and First Aid Boxes.
- Health Care Plans and forms relating to medication will be filed with the pupil's records in the office and a copy supplied to the class teacher to be filed with data sheets.
- Staff medical forms are available to complete at the office and stored confidentially in case of emergency.

## ADMINISTRATION OF MEDICINES POLICY

(See School Policy)

1. Parents wishing their child to be given medicines at school need to first complete an agreement form provided by the school from the school office.
2. **Medicines are administered by teachers at their own discretion as a courtesy and not as a matter of duty.**
  - The Class Teacher should then be contacted and the necessary forms completed for administering medicines in school given to them.
  - If appropriate, a Health Care Plan or an Asthma card will be put in place. This is essential if the condition and treatment is likely to be ongoing.
3. All medicine should be provided in the original packaging it was dispensed in, stating the name of the child, the name of the medicine, expiry date and the dosage.
4. Unless it is an asthma inhaler or Epipen which staff and parents have agreed should be kept with the child, medicines must be kept securely by staff. Storage instructions – especially relating to temperature – must be adhered to. If refrigeration is necessary the staff room fridge will be used as it is not accessible to children.
5. The medicine should be handed **by the parent** to the Office Administrator, Class Teacher or designated substitute. It should **never** be brought to school by the child.

## STAFF MEDICATION

- Optional staff medication record forms are available from the office for staff to record their medical details. These are confidential and kept in a sealed envelope to be used only in an emergency.
- All staff are advised to complete a medical record form and to inform the registered First Aider of any significant health problems, allergies or conditions that may need treatment at work.

## ASTHMA POLICY

- Any pupil diagnosed with Asthma should complete an Asthma Card in addition to obtaining the usual consent for administering medicines from the Head Teacher. A copy of the Asthma Card will be given to the class teacher to keep with the medicine.
- Asthma inhalers are kept in a safe place in the class room for use when necessary. A responsible adult should supervise a child taking Asthma

medication. A record should also be made in either the KS2 Medicine Record Book kept in the cupboard in the Staffroom or KS1 Medicine Record Book above the KS1 First Aid Station. A first aid slip must be filled out if medication is not given on a regular basis to make parents aware.

- Parents of older children may fill out a form allowing them to carry their own inhalers. This should be with the agreement of parents, teachers and medical professionals.
- In any case they should notify a member of staff when they have taken their inhaler and a note should be made of it in the Medicine Record stating the time and dosage. A first aid slip should also be sent home.
- If spare inhalers are provided, they will be kept in the First Aid Store in the KS1 cupboard.
- As far as possible, asthma should not prevent children from carrying out normal school activities. If there is a concern that children are not able to participate fully due to asthma, their condition should be reviewed by health professionals and a suitable care plan put in place.
- In conjunction with the school nurses, the school provides Asthma Training and EpiPen training for staff when required.

## **OTHER MEDICAL CONDITIONS**

- Health Care Plans will be put into place for any other medical conditions that may need special care in school. This will be done in collaboration with the parent, teacher and medical profession.

## **POLICY FOR OUT OF SCHOOL TRIPS**

- There should be a trained First Aider present on all school visits and residential trips.
- A First Aid Kit should be taken on outings. They should be checked by staff before leaving to ensure there are sufficient supplies and restocked when items have been used.

## **COACH JOURNEYS**

- One green First Aid bag containing sickness clean up equipment and First Aid items should be taken per coach.

## **RESIDENTIAL VISITS**

- Medical forms detailing any health issues including details of medication and permission to take any necessary medical action whilst pupils are away, must be obtained before a visit.
- If medication is needed whilst away on a trip, other than the child's own, staff should, whenever reasonable, gain the permission of a parent before administering it (including creams and topical lotions). This may require a phone call home.

## **STAFF TRAINING**

- The school endeavours to provide relevant training to staff as necessary in relation to medical conditions that are current within the school and to ensure there are enough qualified First Aiders on the premises.

Reviewed October 2024

