

# Tudhoe Colliery Primary School

## FIRST AID POLICY

The health and safety of all children at Tudhoe Colliery Primary School is of the highest importance to all staff.

This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions.

### First Aid Staff:

The school has seven fully qualified first aiders who are responsible for dealing with any first aid matters and can be called upon to offer advice whenever required.

First aid training is carried out in line with current Health and Safety recommendations. This is every 3 years to re-qualify as a first aider.

Displays around school let staff, children and visitors know who are the First Aiders in school. There is always a First Aider on duty at morning playtime and lunchtime break (on a rota). A First Aider will also always accompany children on trips.

Breakfast Club	School	Lunchtime	Teatime club
Mrs Brown Mrs Gent	Mrs Kyle Miss Davies Mrs Etherington Mrs Sheldon Miss Collins Miss Hackers	Mrs Brown Mrs Decloquement Mrs Gent	Mrs Brown Mrs Decloquement Mrs Gent

### First Aid Equipment:

- First Aid equipment is kept in the First Aid Room. Every classroom also has their own First Aid kit and a Spill kit for cleaning up any bodily fluids.
- School has a defibrillator onsite, an emergency asthma pack, including an inhaler, and an emergency anaphylaxis pack including an epi-pen.
- Ice packs are kept in the fridge in the staff room and can be used to reduce the swelling for bumps and suspected strains and sprains.
- All medical waste is disposed of in a medical disposal unit in the First Aid room.

- The first aid equipment is regularly checked and managed by first aid staff.
- The intervention room will be vacated when children are being treated

### Dealing with bodily fluids – blood etc.

#### **Aims:**

- To administer first aid, cleaning, etc, for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc

#### **Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:**

- Isolate the area.
- Always use disposable gloves and apron. NEVER touch bodily fluids with your bare hands
- Use sawdust in the spill kit to absorb the bodily fluids
- Clean the spillage area.
- Use bucket and mop with red mark from Premises Manager's room (inform Premises Manager if used by leaving a note)
- Double bag all materials used and dispose of in outside dustbin.
- Blood loss – if possible give individual cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

### School Trips:

- A First Aider will always accompany children on school trips
- It is the responsibility of the teacher in charge to take a first aid bag with them on any school visit.
- On trips or residential visits, staff will carry any medication needed for individual children. Children will be made aware of which member of staff is carrying their medication and how to access it.
- If children require refrigerated medication on a school trip, e.g. antibiotics, a lockable cool bag will be taken.

### Recording of First Aid incidents:

- All First Aid incidents are recorded in the Green 'First Aid Record Book' – all sections must be completed. This book can be taken outside at playtime and lunchtime but will be returned to the office;

- Any head bumps are recorded and parents are informed by a 'bumped head' email;
- First Aid labels are given to any child who receives first aid, letting parents and staff know which part of the body was injured and the action taken.
- In the event of serious injury or concerns, first aiders must complete an accident/ incident report form (with guidance from SLT). A member of SLT will be responsible for completing the form online via the Extranet.

**I received First Aid today...**

I hurt my \_\_\_\_\_

Action taken: 

plaster     gauze     ice pack

### Medical information:

- Medical information about a child is gathered through a ParentMail form sent out at the start of the year , as well as through updated information provided by parent or carer. All important medical information is kept on Arbor and is accessible by all teachers on their laptops.
- Records about those children with particular medical conditions or allergies are also kept in the office in the contacts file.
- All emergency phone numbers are kept in the contacts file in the office and on Arbor.
- Each new child that starts within the school supply information regarding health issues and these are recorded on Arbor.
- The school cook is notified of all children with food allergies.

### Children with Specific Medical Needs:

Tudhoe Colliery Primary School will not discriminate against pupils with medical needs.

See additional 'Children with Medical Needs Policy'

### Emergency Procedures:

- Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed;
- If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Staff should follow the 'Contacting Emergency Service Procedure' given at the end of this policy.

# Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your **telephone number** – School number 01388 814399
2. your **name**:.....
3. your **location** as follows: Tudhoe Colliery Primary School, Front Street, Tudhoe, DL16 6TJ
4. state what the **postcode** is – please note that postcodes for satellite navigation systems may differ from the postal code – **can be used for Satellite navigation**
5. provide the **exact location** of the patient within the school setting:  
.....
6. provide the **name of the child** and a **brief description of their symptoms**  
.....  
.....
7. inform Ambulance Control of the **best entrance to use** and state that the crew **will be met and taken to the patient**
8. put a **completed copy of this form** by the phone