

Hollybrook Junior School

First Aid Policy

Hollybrook Junior School is mindful of the need to safeguard the well being of all pupils, staff and visitors to the School and will ensure, as far as is reasonably practicable, that first aid arrangements will be managed in compliance with the management of Health and Safety (First Aid) Regulations 1981.

The school aims:

- To provide a prompt and appropriate response in cases of illness and injury
- To ensure compliance with all relevant legislation
- To ensure there are sufficient numbers of qualified first aiders within the school
- To ensure there are suitable facilities to administer first aid
- To identify and implement reasonably practical arrangements for dealing with first aid incidents (see separate protocols for asthma, head injuries, bone breakages)
- To keep accident records and report to the HSE as required under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995

Management of first aid arrangements will be undertaken in such a way as to ensure there are:

- Adequate arrangements for training and retraining of first aid staff
- Provision of first aid equipment and facilities
- Systems for the effective recording of first aid treatment

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

First Aiders will:

- Ensure that their qualifications are always up to date.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that the school's central first aid store and portable first aid kits are adequately stocked.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital (in the case of an adult) or by asking parents to pick up a child to take them to hospital;
- Ensure that parents and teaching staff are made aware of all head injuries sustained in school. In the case of non serious injuries not requiring external medical examination, where staff feel

appropriate, parents will receive a phone call advising them of the injury. They will also receive a "bumped head" letter. The first aider will advise the class teacher of the incident as they return to class.

- Ensure a child is taken to hospital either by ambulance or car, accompanied by a qualified first aider in cases where there is any doubt or concern about their condition.
- Ensure that a child who is sent to hospital by ambulance is:
 - ✓ Accompanied in the ambulance by a member of staff to act in loco parentis if a relative cannot be contacted. The First Aider need not be the member of staff to accompany the casualty to hospital.
 - ✓ Met at hospital by a relative.
- Offer welfare support (TLC) to any child suffering injury. Where there is no prospect of improvement the pupil will be kept in the school office until the parents/guardians can be contacted to collect them. The class teacher will be notified if a pupil goes home.
- Always contact parents if a pupil suffers anything more than a trivial injury, or if they become unwell, or if the school has any worries or concerns about their health.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given in the school office. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Keep a record of any first aid treatment, medicines or treatment given to pupils.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a suitable bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

The Headteacher will:

- Ensure that there is always a qualified first aid person available on the school site.
- Ensure all staff receive basic first aid training on a regular basis, covering specific training on asthma and anaphylaxis
- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981
- Ensure all new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the school.
- Ensure all new staff are made aware of first aid procedures in school.
- Ensure first aid notices are displayed around the school.
- Review accidents and incidents to minimise the likelihood of recurrence.

The Governing Body will:

- Review matters of Health and Safety on a regular basis
- Delegate the responsibility for ensuring the policies are put into practice to the Headteacher

- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure that relevant insurances are in place.

STAFF will:

- Be expected to do all they can to safeguard the welfare of pupils, other staff and visitors.
- Ensure a first aider is consulted in any of the following situations
 - a) Head injury
 - b) Eye injury
 - c) Joint injury
 - d) Swelling
 - e) Bruising
 - f) Possible fracture, dislocation, sprain
- Familiarise themselves with the first aid procedures/protocols within the school. They will also ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils when publicised by school staff via medical alert posters.
- Ensure they make themselves aware of any specific medical conditions, and any necessary prescribed medication, relevant to children within their care (whether offsite or within the school grounds). This information is available from the school office.
- Ensure that they have a current medical consent form (including contact details of each pupil's own GP) for every pupil that they take out on a residential school trip which indicates any specific conditions or medications of which they should be aware.
- Ensure that their pupils are aware of the procedures in operation.
- Send a pupil who is feeling unwell to the school office where they will be seen by a first aider who will assess, treat (where appropriate) and record.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty.
- Reassure, but never treat a casualty unless staff are in possession of a valid First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a pupil who has minor injuries to the school office if they are able to walk where a first aider will see them; this pupil should be accompanied.
- Send a pupil who feels generally 'unwell' to the school office, unless their deterioration seems uncharacteristic and is causing concern. If this case the First Aider should be called to the class.

- Report any injury to an employee or visitor to the School Business Manager. In the event of serious injury, notifiable disease or dangerous occurrence the Business Manager should be notified immediately. He/she will then arrange for any necessary investigations or reporting.
- Encourage parents to contact the school nurse to discuss any concerns they may have regarding their child's health
- Have regard to personal safety.
- Report all accidents to themselves at work