



Balby Central Primary School

Policy for First Aid

Date of Policy: October 2016

Approved by the Governing Body:

Review Date: October 2017

For accidents, and First Aid issues, no matter how minor the school has set procedures to follow:

The school has a senior leader who has overall responsibility for First Aid and should always be called up on in case of emergency. Most of the teaching assistants in school hold a current first aid qualification.

The school employs a designated person to carry out routine first aid throughout the school day.

First Aid Cover procedures;

Morning break

- During morning break, first aid will be supervised by the designated first aider

Lunchtime

- The First Aid station is located in the KS1 shared area and is continually manned during the lunchtime period. It will act as the base for any children requiring treatment. In the first instance children requiring attention during lunchtime will report any accidents to the nearest DRA who will then seek direction from the one of the senior DRAs

Afternoon break

- During afternoon break, First Aid will be supervised at the first aid station by the designated First Aider.

During school time

- Children requiring assistance during this time should be directed to the Teaching Assistant working within, or closest to the work area where the casualty has been identified.

All first aid incidents dealt with should be reported in the 'First Aid incident book'

The school has an incident book which is filled in for all minor incidents, for more major issues a more complex document is filled in (AIR1)

The foundation unit is covered by the Teaching Assistants with the back-up of the school system if needed. Members of staff have obtained the Paediatric First Aid qualification for use in the Foundation Stage.

First aid boxes

The first aid box is situated in the KS1 shared area with several smaller boxes in Key Stage 1 and Key Stage 2 work areas. There is a central first aid stock kept in the office. Nursery also has a first aid box

Guidelines for dealing with pupils

A pupil feeling unwell should be seen in the first instance by designated first aider. Second opinions can be sought if deemed necessary. If a pupil is thought to be unfit to remain in school, the parent and/or other named person should be contacted to collect the pupil.

Minor accidents

With accidents and injuries or children feeling unwell, involve the first-aider as soon as possible. If there are dangers, put your safety first and if possible remove the danger from the casualty or, if that is not possible, remove the casualty from the danger.

Assess the casualty

If the casualty is conscious, treat the injury. If not, follow the emergency procedures:-

- Assess the situation, stay with the casualty.
- Send a responsible pupil or member of staff to the office to request Ambulance and to tell the paramedics of the situation.
- Send responsible pupil or member of staff to fetch the qualified first-aider.

As far as possible, avoid doing further damage by e.g. moving the casualty unnecessarily when a break or fracture is suspected.

Avoid, unless necessary for life saving purposes, any intimate examination of a casualty – this should be carried out by the child, the child's parent or by a doctor.

If a casualty's injury may require hospitalisation and a possible operation, do not allow the casualty any further food until advised by a doctor or parent.

Minor accidents

If the first aiders are not available, then the following procedure in the event of minor accidents should be followed:-

- Put on plastic gloves
- If open wound, then clean using water

- Apply plaster/appropriate dressing as a last resort (check before applying dressing that pupil is not allergic)
- Bruising or swelling/ apply cold compress or ice pack in its protective cover)

Any bump to the head or more serious injury must be reported to the parent/guardian via a letter/note to be taken home by the pupil. The Headteacher/Deputy should be informed and the accident reported in the accident book.

If any injury requires a pupil to be taken home for further medical attention the parent/guardian and Headteacher/Deputy should be informed and the accident reported in the accident book. A letter/note should be taken home by pupil.

Serious accidents requiring hospitalisation will need to be written on an AIR1 form and sent to the LA.

The decision over whether and when to call parents/send for an ambulance, is not always straightforward. Refer to the Headteacher or Deputy when in doubt. In general, we reside on the side of caution and get parents to take responsibility as quickly as possible. Staff should never take a casualty to hospital in their own car unless accompanied by a parent. If this is not possible then call an ambulance.

Injuries/accidents to staff/work person/visitor

Injuries/accidents should be reported on the AIR1 form these are filed in the school office.

If injury/accident required staff to go home/seek medical attention, an AIR1 accident form should be completed and forwarded to LA.

School Policy on Administering Medicine

Please refer to Medicine Policy

Asthmatics

- Inhalers are kept by the pupil in their class, clearly labelled with the child's name. A spare inhaler and an Asthmatic Register is available in school from the Inclusion Team.
- Pupils that have other medical conditions, i.e. epilepsy or children needing an epi-pen, the emergency procedure has been made aware to all staff and photographs identifying the pupil are up in the staff room, with the emergency procedure to follow.
- We want to ensure good relations with parents, we recognise that there may be exceptions to the above. We would never put a pupil at risk and endeavour to assist wherever possible