



# **BREWSTER AVENUE INFANT AND NURSERY SCHOOL**

## **FIRST AID POLICY**

*This should be read in conjunction with the Health & Safety Policy*

This policy was ratified by the Full Governing Body on: 1st May 2019

Date for review (this policy will be reviewed every three years): Summer 2021

## 1. Introduction

Brewster Avenue Infant and Nursery School will undertake to ensure compliance with the relevant legislation with regards to the provision of First Aid for pupils, staff, parents and visitors.

## 2. Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to take responsibility for their own health needs

## 3. First Aid Provision

3.1 First Aid containers are found in the:

- Staff room
- Nursery classroom
- Children's toilet/ cloakroom areas – Reception and Year 1/2
- Family Centre – After School Club Room
- Woodland shed
- Ice packs are stored in the corridor freezer, in the freezer in class 2 and in the after school club freezer

3.2 Portable First Aid kits are taken on educational visits.

3.3 Mrs Linda Baffa will ensure the maintenance of the contents of the first aid boxes and other supplies. In her absence the Headteacher will take charge of First Aid arrangements.

3.4 The children's cloakroom area will be used for treatment, sickness and the administration of first aid.

3.5 A defibrillator is available and stored in the Finance Office

3.6 All staff will ensure that they have read the school's First Aid Policy.

## 4. First Aid Training

The headteacher is responsible for ensuring that there is an adequate number of qualified first aiders and paediatric first aiders.

## 5. Head Injuries

- 5.1 Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.
- 5.2 All staff carefully monitor children with head injuries during the day and parents will be notified by a member of staff at the end of the school day, provided with an advice letter and asked to sign to say that they have been notified and received the relevant information.
- 5.3 Parents will be phoned and notified by phone of a facial injury to minimise any shock or distress that they might experience when collecting their child.
- 5.4 Parents will be notified by phone of a more significant head bump and given the option to come into school to check their child, if a Paediatric First Aider deems this necessary
- 5.5 Serious head injuries will always be referred for medical treatment.

## 6. Emergency Arrangements

- 6.1 Where the injury is an emergency, an ambulance will be called, following which the parents will be contacted.
- 6.2 Where hospital/ medical treatment is required but it is not an emergency, parents will be called and asked to collect their child and take responsibility for their care.
- 6.3 In the event that the parent cannot be contacted, the Headteacher (or another member of staff appointed by the Headteacher) will accompany them to hospital and stay with them until a parent arrives.
- 6.4 An ambulance will always be called on the following occasions:
  - In the event of a serious injury
  - In the event of a significant head injury
  - In the event of a period of unconsciousness
  - When there is a suspected fracture and it has not been possible to move the child without significant discomfort
  - In the event of an allergic reaction/ after the administration of emergency medication for anaphylaxis

## 7. Illness

- 7.1 Any pupil complaining of illness will be looked after by class staff, in the first instance. Advice may be sought from a Paediatric First Aider e.g. rashes
- 7.2 Parents will be contacted and asked to collect a child if:
  - They have a temperature
  - They have vomited
  - They have an unexplained rash
  - They feel unwell and their behaviour is significantly out of character e.g. falling asleep, not eating, lethargy, avoiding play and learning

## 8. Hygiene/ Infection Control

- 8.1 Hands should be washed before and after administering first aid.
- 8.2 Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids.
- 8.3 All soiled dressings etc should be put in a yellow clinical waste bag.
- 8.4 Bodily fluids on the floor should have absorbent granules sprinkled onto them and then swept up with the designated dustpan and brush (stored in the cleaning cupboard). This should go into a yellow bag.
- 8.5 Exposed cuts and abrasions should be covered if bleeding/weeping.

## 9. Incident Reporting

### 9.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- The white 'top copy' must be given to the parent at the end of the school day
- Accidents or incidents involving staff or visitors, must be reported to the Office Manager and a report on the online Prime Accident programme completed.

### 9.2 Reporting to the Health and Safety Executive

- The Office Manager will record reportable incidents and also any violence at work incidents to school staff on the LA incident reporting software system 'PRIME,' within 24 hours of occurrence.
- Reportable injuries, diseases or dangerous occurrences include:
  - Death
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
  - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
  - Where an accident leads to someone being taken to hospital
  - Where something happens that does not result in an injury, but could have done

## **10. Sharing of Information**

10.1 Specific advice and information can be found on the medical board in the staffroom.

10.2 An up-to-date list of staff training can be found in the staffroom, in the Finance Office next to the defibrillator and in the children's cloakrooms near the first aid cupboards.