

First Aid Policy

Henry David Learning

Woodfield School



August 2024 – August 2027

Statement of Commitment

Woodfield School is committed to caring for, and protecting, the health, safety and welfare of its pupils, staff and visitors. We confirm our adherence to the following standards at all times:

- To make practical arrangements for the provision of First Aid on our premises, during off-site sport and on school visits.
- To ensure that all staff are trained First Aid staff
- To ensure that a trained first aider accompanies every off-site visit and activity
- To record accidents and illnesses appropriately, reporting to parents and the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).
- To provide accessible first aid kits at various locations on site, along with a portable kit for trips, excursions and sport.
- To record and make appropriate arrangements for pupils and staff with specific medical conditions.
- To deal with the disposal of bodily fluids and other medical waste accordingly, providing facilities for the hygienic and safe practice of first aid.
- To contact the medical emergency services if they are needed, informing next of kin immediately in such a situation.
- To communicate clearly to pupils and staff where they can find medical assistance if a person is ill or an accident has occurred.
- To communicate clearly in writing to parents/carers if a child has sustained a bump to the head at school, however minor, and to communicate in writing in relation to every instance of accident or first aid or the administration of medicine for pupils.

Location of First Aid Facilities

- The first aid room is located to the rear of the building on the ground floor for first aid treatment and for pupils or staff to rest/recover if feeling unwell. This includes; a bed, first aid supplies, a water supply, sink, shower, hygiene supplies such as gloves, aprons etc.
- A portable first aid kit must be obtained from the office for school visits.

Responsibilities of the First Aiders

- Provide appropriate care for pupils or staff who are ill or sustain an injury
- Record all accidents in the accident book (to be found in the first aid room). They are then passed to a member of the Leadership Team who will make a copy for individual pupil files via Arbor.
- In the event of any accident or administration of first aid, ensure that a note is sent home to parents/carers and a note placed in the pupil's file on Arbor.
- In the event of any injury to the head, however minor, ensure that communication is made with parents/carers and a note placed in the pupil's file.
- Make arrangements with parents/carers to collect children and take them home if they are deemed too unwell to continue the school day.

Responsibilities of the Appointed Person

- Ensure that all staff and pupils are familiar with the school's first aid and medical procedures.
- Ensure that all staff are familiar with measures to provide appropriate care for pupils with particular medical needs (e.g. Diabetic needs, Epi-pens, inhalers).
- Ensure that a list is maintained and available to staff of all pupils with particular medical needs and appropriate measures needed to care for them.
- Monitor and re-stock supplies and ensure that first aid kits are replenished.
- Maintain adequate facilities.
- Ensure that correct provision is made for pupils with special medical requirements both in school and on off-site visits.
- On a monthly basis, review First Aid records to identify any trends or patterns and report to the Health and Safety Officer
- Fulfil the school's commitment to report to RIDDOR, as described below

- Contact emergency medical services as required.
- Maintain an up-to-date knowledge and understanding of guidance and advice from appropriate agencies

What to do in the case of an accident, injury or illness

Any pupil or member of staff sustaining an injury whilst at school should be seen by a first aider who will provide immediate first aid and summon additional help as needed. The pupil or member of staff should not be left unattended. The first aider will organise an injured pupil's transfer to the first aid room if possible and appropriate, and to hospital in the case of an emergency. Parents/carers should be informed as necessary by telephone by the first aider or school receptionist and a record kept at school via the Accident Book and then onto Arbor.

Contacting parents/carers

Parents/carers should be informed by telephone as soon as possible after an emergency or following a **serious/significant** injury including:

- Head injury
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis & following the administration of an Epi-pen
- Epileptic seizure
- Severe hypoglycaemia for pupils, staff or visitors with diabetes
- Severe asthma attack
- Difficulty breathing
- Bleeding injury (uncontrolled)
- Loss of consciousness
- If the pupil is generally unwell

If non-emergency transportation is required, an authorised taxi service will be used if parents/carers are delayed. A member of staff will accompany the pupil until a parent arrives. Parents/carers can be informed of smaller incidents at the end of the school day by the class teacher/teaching assistant.

Contacting the Emergency Services

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any pupil taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a pupil becoming unconsciousness (not including a faint) or following the administration of an Epi-pen, must be taken to hospital.

Pupils using crutches or having limited mobility

Parents must inform the school of the nature of injury and the anticipated duration of immobility. The form tutor will arrange for a 'class partner' to carry books, open doors etc. Information about the condition will be discussed in staff meetings to enable teachers to be fully aware of the pupil's needs. Arrangements will be made for the pupil to arrive/leave lessons early to allow for a safe transfer around school. Parents must inform the school of any particular difficulties.

Pupils who are unwell in school

Any pupil who is unwell cannot be left to rest unsupervised in the First Aid room. If a pupil becomes unwell, a parent should be contacted as soon as possible by the appointed person.

Anyone not well enough to be in school should be collected as soon as possible by a parent.

First Aid equipment and materials

All staff are responsible for stocking and checking the first aid kits. Staff are asked to notify the appointed person when supplies have been used in order that they can be restocked. The first aid boxes contain:

- A first aid guidance card
- At least 20 adhesive hypo allergenic plasters (including blue plasters for home economics)
- 4 triangular bandages (slings)
- Safety pins

- Cleaning wipes
- Adhesive tape
- 2 sterile eye pads
- 6 medium sized unmedicated dressings
- 2 large sized unmedicated dressings
- Disposable gloves
- 1 resuscitator

First aid for school trips

The trip organiser must ensure that at least one adult accompanying the trip has an appropriate first aid qualification. A First Aid kit for school trips must be collected from the main office. This must be returned to the main office for replenishing on return. Any accidents/injuries must be reported to the appointed person and to parents and documented via the Accident Book and on Arbor in accordance with this policy. RIDDOR guidelines for reporting accidents must be adhered to. For any major accident or injury, the appropriate health and safety procedure must be followed.

Pupils using crutches or having limited mobility

Parents/carers must inform the school of the nature of injury and the anticipated duration of immobility. The form tutor will arrange for a 'class partner' to carry books, open doors etc. Information about the condition will be discussed in staff meetings to enable teachers to be fully aware of the pupil's needs. Arrangements will be made for the pupil to arrive/leave lessons early to allow for a safe transfer around school. Parents/carers must inform the school of any particular difficulties.

Pupils with medical conditions

Pupils with a medical condition will be identified on Arbor or in their pupil file. This information is useful for lesson planning and for risk assessments prior to a school trip. If staff become aware of any condition not on these lists, please inform the appointed person.

Dealing with body fluids

In order to maintain protection from disease, all body fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed.

- When dealing with any body fluids, staff must wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following body fluids must be cleaned up immediately.

Bodily fluids include:

- Blood, Faeces, Nasal and eye discharges, Saliva, Vomit

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Never use a mop for cleaning up blood and body fluid spillages. All contaminated material should be disposed of in a yellow clinical waste bag then placed in the waste bin in the first aid room. Avoid getting any body fluids in your eyes, nose, mouth or on any open sores. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of saline.

infectious diseases

If a child is suspected of having an infectious disease advice should be sought from the appointed person who will follow the Health Protection Agency guidelines below to reduce the transmission of infectious diseases to other pupils and staff.

ILLNESS	PERIOD of EXCLUSION	COMMENTS
Chickenpox	5 days from onset of rash	Pregnant women up to 20 weeks and those in last 3 weeks of pregnancy should

		<p>inform their midwife that they have been in contact with chickenpox.</p> <p>Any children being treated for cancer or on high doses of steroids should also seek medical advice.</p>
Impetigo	Until lesions are crusted or healed	Antibiotic treatment by mouth may speed healing
Measles	5 days from onset of rash	Any children being treated for cancer or on high doses of steroids must seek medical advice
Scabies	Until treatment has been commenced	Two treatments one week apart for cases. Treatment should include all household members and any other very close contacts
Scarlet Fever	5 days after commencing antibiotics	Antibiotic treatment recommended
Slapped Cheek Syndrome	None	Pregnant women up to 20 weeks must inform their midwife about contact
Diarrhoea and vomiting	48 hours from last episode of diarrhoea or vomiting	Exclusion from swimming may be needed
Hepatitis A	Exclusion may be necessary	Consult the Health Protection Agency
Meningococcal meningitis	Until recovered	Communicable disease control will give advice on any treatment needed and identify contact requiring treatment. No need to exclude siblings or other close contacts.
Viral Meningitis	Until fully recovered	Milder illness
Threadworms	Nine	Treatment is recommended for the pupil and family members
Mumps	5 days from onset of swollen glands	

Head Lice	None once treated	Treatment is recommended for the pupil and close contacts if live lice are found
Conjunctivitis	None	Children do not usually need to stay off school with conjunctivitis if they are feeling well. If, however, they are feeling unwell with conjunctivitis they should stay off school until they feel better
Influenza	Until fully recovered	
Cold sores	None	Avoid contact with the sores
Warts, verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms
Glandular fever	None	
Tonsillitis	None	