



## **Copnor Primary School – Health and Safety Policy**

### **C2 – Accidents and First Aid**

#### **Aim**

We are committed to safety and as such we aim to take all reasonable actions to prevent accidents happening and to deal with them immediately when they occur.

#### **Rationale**

Through clearly defining roles and good communication we aim to maximise the speed of treatment and after-care.

#### **Roles and Responsibilities**

Normally day-to-day decisions are delegated from the Headteacher to the recognised First Aiders, but overall responsibility for putting policy into practice remains with the Head.

The school in the long-term should always have at least one qualified first aider on site, who is qualified to more than just a basic level when the children are present. There may however be short periods when the school has to be covered by those with basic qualifications only.

When the recognised First Aiders are in any doubt they should always seek the advice of the Headteacher or of the most senior member of staff available.

Any information on a medical condition affecting a child should be shared with all those adults responsible for the child's welfare. The child's parents and the health professionals need to provide this information in writing for the school to adequately ensure it is acted upon.

In cases where there is the possibility of an emergency situation arising all staff will be informed of what action to take should that occur.

#### **Staff Training**

All staff are instructed in the use of this policy as part of their induction procedures and at the same time they are introduced to the recognised First Aiders.

All recognised First Aiders receive a three day course of training and basic emergency aid training is given to all staff at least every three years.

#### **First Aid Procedure**

- When an accident happens one of the recognised First Aiders should immediately be sent for
- The First Aider will decide on what treatment is necessary and who should be contacted
- The First Aider will always seek extra help if unsure of the treatment, and if necessary call for an ambulance
- In any case requiring transport to hospital an ambulance will be called. (Staff transport would only be used if an ambulance was unavailable and 2 members of staff would travel with the patient in those circumstances.)
- In any serious case (and certainly those involving hospital) the First Aider will inform the Headteacher as soon as possible after the patient has been treated and is safe.
- The First Aider will inform the parents by telephone of the circumstances, and in the case of any knocks to the head or accidents that may need further monitoring they will also send a letter home ("First Aid Report" form)
- If the child returns to class the First Aider will inform the teacher if they are concerned that the child needs to be monitored, and certainly do so when the child has had their head knocked, or if the child will find it difficult to express their own concerns to the teacher.
- The accident records should be completed.
- Plasters should not be used unless the child's emergency forms have given permission.
- When using ice, it should be covered with a damp cloth to prevent 'cold burns'.

## **Staff Protection**

Staff will follow PCC guidelines for minimising risk of infection and use gloves where contact with bodily fluids is unavoidable.

## **Intimate Care**

If a child is in need of any form of intimate care such as needing to change their underwear or clean themselves after an accident, or if someone has to examine an injury in an intimate area we will always ensure that:

- two adults are present
- the child cleans themselves as best they can without needing adult help in the first place
- we provide a change of clothing
- we inform the parents/carers of what has happened
- All actions will be documented
- In all cases we will endeavour to put the child at their ease.

## **First Aid Records**

The following records are kept in the First Aid Room:

- Medical Information Form
- First Aid Reports

If children suffer from Asthma their asthma pumps are kept on the child (in class.) The pumps need to be clearly marked with the child's name.

If a child has a severe allergy then a photograph is taken of the child after seeking the permission of the parents. It is then shown to the staff at the weekly diary meeting and displayed in the staff room and First Aid room so that all are aware.

The recognised First Aiders are all trained in the use of epi-pens and each year training is given to all new members of staff – including the LSAs - in their use.

## **First Aid Kits**

Kits are kept in the following locations:

KS 1 First Aid Room, shared area, kitchen

KS 2 First Aid Room, upper shared area, lower shared area

Safety equipment for visits – including throw ropes and high-visibility vests – are also kept beside the First Aid Kits for visits in the disabled toilets.

***In all emergency situations adults must ultimately act in the interests of the child and whilst they should follow the policy they must exercise their common sense in making judgements.***

Policy updated: Sept 2017 A Wall

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