



First Aid Policy and Procedures

This policy was adopted on 24 February 2022

Signed on behalf of Emmanuel Community School

A handwritten signature in black ink, appearing to read "J. M. Weber". The signature is written in a cursive style with a horizontal line across the middle.

Review date: February 2024

Emmanuel Community School



First Aid Policy

This policy should be read in conjunction with Department for Education's "First aid in schools, early years and further education guidance (February 2022)

The First Aid Policy at Emmanuel Community School is in operation to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that incidents will be dealt with by qualified first aiders and **not** trained doctors and nurses.

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

The purpose of the Policy is therefore:-

- To provide effective, safe First Aid cover for pupils, staff and visitors.
- To ensure that all staff are aware of the system in place.
- To provide awareness of First Aid issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB: The term First Aider refers to those members of staff who are in possession of a valid First Aid at Work Certificate or equivalent.

Arrangements for First Aid

The school will provide materials, equipment and facilities.

The location of first aid containers in the school are:

- 1 box in the Medical Room
- 1 box in the Arc in the office
- 1 medical bag in (Portakabin)
- 5 x travel bags for playground staff

The contents of the First Aid Boxes will be checked regularly by Office Manager.

First Aiders will:-

- Ensure that their qualification is always up to date.
- Ensure that First Aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability and 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 the 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 First Aid Kits are adequately stocked and always to hand.
- 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 or by asking parents / carers to pick up a child to take them to hospital. Ensure that parents / carers are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
 - a) accompanied in the ambulance at the request of paramedics by an appropriate person or
 - b) followed to a hospital by a member of staff to act in *loco parentis* or by a relative that has been contacted.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given. A First Aid Record stored in Medical room and playground bags must be completed by the appropriate person. There is a separate Accident Book for injuries sustained to adults on site which is stored in the Medical Room.
- Ensure that everything is cleared away, including used gloves, dressings, anti-septic wipes etc and put in the bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

Teachers will:-

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils.
- Never move a casualty until a qualified First Aider has assessed them, unless the casualty is in immediate danger.
- Send for help to the office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible confirmation that the message has been received must be obtained.
- Re-assure 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 pupils who feel generally 'unwell' to the School Office.
- Ensure that pupils have a current medical consent form if they are taken out on a school trip, which indicates any specific conditions or medications of which the school should be aware.
- Have regard to personal safety.

Office Staff will:-

- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Inform Parents/Carers when pupils do not feel well and need to be collected.

Medicines

(also see Health, Safety and Welfare Policy)

Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).

Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept on the **Pupil Medication Log** of all medication received and administered by the school.

Staff involved in administering the medication will receive training, usually from a health professional.

Bodily Fluids

It is understood from time to time that wetting and/or soiling by pupils may take place. There may be also occasions when other bodily fluids will need to be contained and managed in these circumstances. In these circumstances the following procedures will be followed:

- Vomit
- Faeces
- Blood
- Saliva
- Mucus

The procedures for managing all these bodily fluids are as follows:

- Staff must ensure gloves are worn at all times during the management of spill and in cleaning of spill
- The waste must be placed in a sealable bag and disposed of using a contract service.

In addition to this,

- The child concerned will be treated with sympathy and understanding and the utmost discretion will be used, so that other pupils are unaware of what has happened.
- The child's parent/carer will be contacted immediately to either bring in clean clothes or collect them from school to take them home.
- A plastic bag will be provided to put soiled clothing in.
- The Head teacher will be informed of what has happened.

Minor injuries

You do not need to tell Ofsted about minor injuries, even if treated at a hospital (for less than 24 hours). These include:

- animal and insect bites, such as a bee sting that doesn't cause an allergic reaction
 - sprains, strains and bruising, for example if a child sprains their wrist tripping over their shoelaces
 - cuts and grazes
 - minor burns and scalds
 - dislocation of minor joints, such as a finger or toe
- wound infections

Emergency Definitions and what to report to Ofsted

School staff should be aware of the procedure to be followed in the event of an emergency and the need to call 999 or other emergency professionals. The procedures for reporting accidents or illness should be followed as soon as deemed possible.

The Headteacher must ensure that the procedure for reporting accidents and illness to the HSE is followed where necessary.

The headteacher must ensure that serious accidents and illnesses are reported to Ofsted as follows:

- anything that requires resuscitation
- admittance to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness

Eyes

You must report to Ofsted if a child suffers any loss of sight, whether it is temporary or permanent. You must also tell us about any:

- penetrating injury to the child's eye
- chemical or hot metal burn to the child's eye

Substances and electricity

If a child in your care suffers any injury from, or requires medical treatment for, any of the following situations you must tell Ofsted:

- from absorption of any substance:
 - by inhalation
 - by ingestion
 - through the skin

- from an electric shock or electrical burn
- where there is reason to believe it resulted from exposure to:
- a harmful substance
- a biological agent
- a toxin
- an infected material

You can report to Ofsted by calling 0300 123 1231

Emmanuel Community School

FIRST AID TREATMENT RECORD

Date:	Time First Aider Summoned:	am/pm
Name of First Aider(s) in attendance:		
How Summoned:		
Name of Casualty:		
Staff/student/other		
Assessed condition or injury suffered:		
Treatment and advice given:		
Parent/carer advised: Yes/No		
Ambulance summoned: YES/NO		
Issues encountered:		
Signature:		