

Ringway Primary School

First Aid

Policy

The Future starts here

Our aim is to provide the foundations for a positive future for our pupils.

A future where pupils learn to stay safe, to understand the importance of a healthy lifestyle , and to enjoy all they do.

A future where they are money smart & make a positive & respectful contribution to their culturally diverse community - at a local, national & global level.

A future where they aspire to be the best they can be & achieve their full potential

CreatedJan 17.....

Review Jan...2020.....

Policy Statement

Ringway Primary School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practise by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at RingwayPrimary is held by the Head teacher. The responsible manager is the Deputy Head Teacher.

All first aid provision is arranged and managed in accordance with the Children's Service Safety Guidance Procedure SGP 08_07 (First Aid)

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

All our information and guidance concerning First Aid (including accident records and forms) are kept in the cupboard in the office until such time they are archived.

Aims and Objectives

Our first aid policy requirements are achieved by:

- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders qualified first aiders and paediatric first aid trained staff are and are adequately trained to meet their statutory duties.

Training:

Appointed Persons

At Ringway Primary School there are 7 appointed persons who are in the following roles:

Angela Cope , Deb Friggens . Mel Beattie, Lynsey Brunt, Louise Wallace. Alison Wallace & Carol Maddocks

Paediatric First Aiders

(Those completing the HSE approved paediatric first aid course at Ringway Primary School)

- 1 Class Teachers
- 4 Learning Support Assistants
- 2 Midday Staff

There is always somebody
in the Foundation centre
who is paediatric first aid
trained.

These staff are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

Equipment Organisation

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- These first aid kits are situated in:
- School Office
- School Corridor
- Kitchen
- Staffroom

Finger covering is kept in the office if needed

Designated Rooms

Outside the school office is designated as the first aid room for treatment, sickness and administering of first aid during the school day, with a bench in the hall designated as the first aid point for treatment, sickness and the administering of first aid during lunch.

First aid areas have the following facilities:

- First aid kits
- Chairs

First Aid - Sequence of events

In the event of an accident the first aider/appointed person takes charge of the first aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. (If unsure at any time the first aider will call NHS Choices for further advice)

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services and give the following information

1. State what happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of an accident involving a child, where appropriate, it is our policy to always notify parent/carer of their child's accident

- If it is considered to be serious (more than minor injury)
- Requires first aid treatment
- Injury to the head
- Requires attendance at hospital

Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable

In the event that parents can not be contacted and a message has been left our policy will be to continue to attempt to make contact with the parents every half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required)

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

If the injury is not critical a letter will be sent home for a head injury and a red wristband as well as a phone call.

Other minor injuries are given a yellow wristband and letter home and all accidents recorded in the Yellow book - located in the office.

Pupils with Special Medical Needs - Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities.. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. (see Administration of medicines policy)

First Aid out of school on trips or residential visits

In the event of children needing first aid on school trips:

- All staff have first aid packs and mobile phones with them.
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS Choices (dial 111).
- Gloves are ALWAYS worn when treating injuries.
- Any accident or incident is reported back at school and an 'incident in school' form filled in as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. An administration of medicine form must be signed and dated by first aider in charge. NO other medication MUST be given by anyone.
- For any head injuries the school and the parents are informed immediately by telephone and a Head bump sticker placed on child.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- Two members of staff accompany the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.
- For all incidents the schools 'Critical Incidents' plan as outlined in every risk assessment, will be followed.

Residential Specific

- First Aid should only be carried out by qualified First Aiders.
- First Aid should be undertaken in the presence of another qualified First Aider.
- All First Aid must be logged for Medical Records.
- Medicines of any description (including Pain Killers) are NOT to be administered to any child unless they are the designated person responsible and have written signed consent form stating dose and frequency.
- Class Teachers are usually designated persons on residential.

Record Keeping

All accidents requiring treatment are recorded with the following information.

- Name of injured person
- Name of qualified/emergency/school first aider or appointed person
- Date of accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Storage/Disposal of Medicines

Any medication that needs to be in school is stored either in School office fridge or as per storage instructions. The exception to this rule is inhalers, which must be clearly labelled with their name and kept in the child's classroom; where they can be easily reached where necessary.

It is the responsibility of the parents to regularly check dates of prescribed medicines and collect unused medicines from school and dispose of them accordingly.

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number **01614371899**
2. Give your location as follows:
**Ringway
Primary School
Rossett Ave
Wythenshawe
M220WW**
3. State that the postcode is
M220WW (NB zero not o)
4. Give exact location in the school
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked