

St Margaret's Lee Church of England Primary School

First Aid Policy

Date:	May 2016	Review Date:	May 2018
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As a school our aim is also to promote health and safety awareness in children and adults, in order to prevent first aid being necessary and to encourage every child and adult to begin taking responsibility for their health needs.

First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Currently we have 9 members of staff with paediatric First Aid training, significantly above the minimum level:
- The designated First Aider is Mrs Davies.
- Portable First Aid kits are available and used any time our children are off site.
- The designated First Aider will ensure the maintenance of the contents of the first aid kits and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, diabetes, the use of an epipen.

First Aid Boxes

First Aid Boxes are located in;

- The First Aid Room
- The Nursery
- The school office (portable kits for off-site)

First Aid Boxes contain: a leaflet giving general advice on first aid, micropore, scissors, individually wrapped sterile adhesive dressings, sterile eye pads, triangular bandages, safety pins, medium/large sized wrapped sterile wound dressings, cold compresses, cleansing wipes, air shields and disposable gloves. No medication/tablets are kept in the first aid boxes.

Care Plans

- Children with specific care plans are identified in the class registers and children with epipens also have their photos in the registers.
- Care plans are kept in the Headteacher's office (on top of the filing cabinet).

Medication

- Any medication that a child may be taking in school is kept in the school office and children go to the office to receive their medication.
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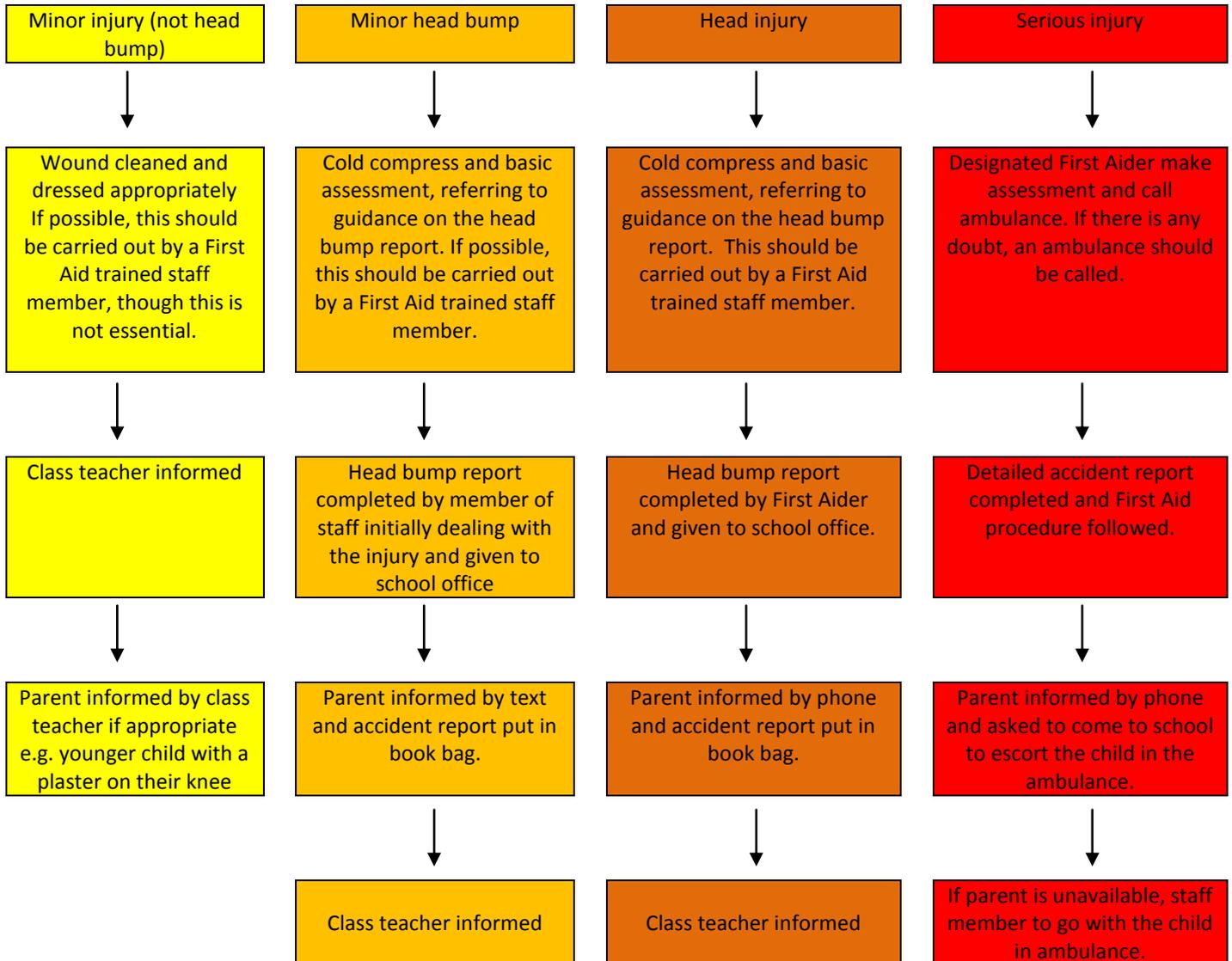
Contamination / Hygiene

- No person must treat a pupil who is bleeding, without wearing protective gloves.
- Protective gloves are stored in the First Aid room.
- Cover open cuts or wounds on your own skin with a waterproof band-aid or similar dressing.
- Sponges and water buckets must never be used for first aid to avoid the risk of contamination.
- Use an air shield for mouth-to-mouth breathing.
- If blood is spilled onto broken skin or your skin is punctured by a sharp object, wash area thoroughly with soap and water.

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- All body fluids (Vomit, diarrhoea and blood) must be cleaned immediately by the Premises officer (or designated person in his absence). This is vital if the spread of infections is to be reduced.

In school Procedures



- In the event of a life threatening injury, 999 should be called without delay.

Out of School Procedures

- As part of the school's risk assessment, teachers always ensure the following:
 - A mobile phone is taken and the school has the number
 - All medication is taken
 - A portable first aid kit is taken
- The same procedures should be followed and if a First Aid trained staff member is not on the school visit, the school should be contacted so a First Aider can give guidance over the phone. For serious injuries, 999 should be called.

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Incident Reporting

- Incidents are written on an accident report form and logged in the accident book. These are located in the First Aid Room
- If a serious incident or death occurs an Accident/Work-related illness Report Form must be completed and sent to the Safety Advisers Unit.

Headteacher:	Ian Wilson	Date:	November 2014
Chair of Governing Body:	Maria Parker	Date:	November 2014