

Easebourne CE Primary School

First Aid Policy Nov 20

Review Nov 2022



Who?

First Aid must be provided to any person to whom we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. Contractors who work on site must provide their own first aid. At Easebourne C of E Primary School, we endeavour to provide the very best possible care for our pupils.

Debbie Waugh, Elaine Pimm, Sharon Bennington and Louise Ashcroft have all taken the Managing Medicines training provided through WSCC. Mrs. Waugh, Mrs Bennington and Mrs Mayhew hold both FAW and EYFA Paediatric First Aid Certificates. 10 other members of staff hold First Aid or Paediatric First Aid Certificates depending on their location within the building. Mr Taylor holds a Venture First Aid qualifications as part of their Forest School training and all staff within the Pre School have Early Years First Aid training. Notices are displayed in conspicuous places around the school listing all first aiders.

Mrs Waugh and Mrs Bennington are based in the office next to the dedicated First Aid Room, and at least two trained First Aiders are on duty during play times and at least one accompanies each school trip.

Where?

The First Aid equipment and the area for administering First Aid is in the First Aid room next to the front office. A small First Aid pack is taken to the playground for very minor injuries at playtime and lunchtime otherwise all children are brought to the First Aid room for treatment. In an emergency a member of staff will send to the office for additional assistance.

Covid 19 – Adjustments

When possible, minor First Aid i.e. slight graze, paper cut etc. should be administered within the children's bubble. A First Aid kit will be available to each class. For more significant care, children should be sent to the front office. Office Staff should wear appropriate PPE in order to preserve the integrity of the bubble.

If a child, becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.

If there is a risk of splashing to the eyes ie from coughing, spitting or vomiting, then eye protection should be worn.

All classes will be provided with a supply of gloves, aprons and masks.

The NHS have updated their first aid guidance due to COVID 19. Where possible, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only on adults. Resuscitation Council (UK) Guidelines 2010 for Basic Life Support state that studies have shown that compression-only CPR may be as effective as combined ventilation and compression. Training for the application of cardiopulmonary resuscitation CPR is specific to age group however in an emergency any trained first aider can administer chest compressions at approx. 100-120 per min to an adult whilst the emergency services are called.

Children should still receive rescue breaths using a suitable barrier i.e. face shield. Children who have been displaying COVID-19 symptoms a mask with a valve or a pocket mask must be used. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. WSCC

Procedures for hygiene control

Face shields should be used if CPR is required. Plastic gloves should be worn when dealing with all incidents. Blood or soiled dressings and used gloves should be disposed of in the yellow medical waste bin in the First Aid room. For any spillages of body fluids around the school a "Spills Kit" is available from the First Aid Room. Small amounts of body fluids have to be cleaned up, disposable gloves worn and disposable cloths/paper towels and absorbent crystals/detergent solution should be used to absorb and clean surfaces. We also stock absorbent disposable sheets that in the first instance can be thrown over a spill to stop the spread whilst the area may need to be evacuated. Refer to Blood and Body Spills Policy.

Action taken

Minor incidents and accidents should be dealt with, wounds cleaned etc and the child returned to the classroom or playground when possible and practical. First Aid staff should inform the class teacher of the treatment given. All accidents are recorded in the accident book in the first aid room and a "Just to let you know" red medical note is sent home for all but very minor injuries.

Where a child has been sick or is unwell, parents will be called and asked to collect the child from school.

Record keeping

All First Aiders should ensure that a record is made in the accident book of all first aid treatment they give. This should include:-

- The date, time and place of the injury or illness occurring
- The name of the injured or ill person and their status ie pupil, employee
- Details of the injury or illness and what first aid was give
- What happened to the person immediately afterwards ie sent home, sent to hospital, returned to class; and

- The name of the first aider or person dealing with the injury

Injuries to staff should be recorded in a similar fashion but in the staff book held by the School Business Manager.

A pack containing an up-to-date list of children with specific medical conditions, whole school medical lists, and specific class medical information including asthma is provided to the Nurture Room and all classes in their class medical boxes. Similar information is displayed within the First Aid room on the inside of the cupboard doors.

Accidents that require further off-site treatment e.g. doctor or hospital casualty departments, should be recorded on the online West Sussex Health and Safety form with the assistance of Mrs Pimm.

Head Injuries

Parents are informed in every case, for more serious injuries they will be phoned and a head knock letter and leaflet issued. For minor head knocks the “Just to let you know” medical note is sent back to class for the child to take home. Details are recorded in the First Aid book. The class teacher should always be informed and will endeavour to draw parents’ attention to the incident on collection at the end of the school day if they have not already been sent home. Children showing signs of further illness and /or concussion following a head injury will be given the necessary first aid treatment. An ambulance will be called if necessary and parents immediately informed.

Accidents at Lunchtime

The Midday Meals Supervisors, and Teaching Assistants who are also on duty, all of whom have First Aid training, carry antiseptic wipes, and plasters in a First Aid pouch and deal with minor accidents on the field. More serious cases are brought to the office.

Accidents in the classroom

If an accident happens in the classroom, the child will be dealt with in the first instance by the TA (all have First Aid Training) in that classroom or they will be sent to the office for treatment.

Precautions for offsite Activities

Classes leaving the school premises take a First Aid kit, the class medical box containing relevant asthma pumps and epi pens etc. where issued and sick buckets containing essential cleaning aids. A person trained in First Aid will accompany the children on such occasions.

Dealing with Emergencies

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parents will be contacted. See Template G – appendix to Managing Medicines

Hygiene and Infection Control Guidelines

First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a

detergent solution should be used to absorb and clean surfaces. These items should be disposed of in the small biohazard bag/nappy sacks and put in the appropriate yellow bin in the First Aid Room. Yellow biohazard bags should not be put in the class/office waste bins.

Administration of Medicines

See separate policy.

Asthma Inhalers

See separate policy.

Indemnity

West Sussex County Council employees who hold a valid first aid qualification are indemnified by the County Council's insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.