

THE HAMMOND PREPARATORY SCHOOL

First Aid Policy

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1. Purpose

To preserve life.

To limit worsening of the condition.

To promote recovery.

To provide First Aid as necessary from trained adults.

To promote health and awareness in children and adults, in order to prevent First Aid being necessary.

To encourage every child and adult to begin to take responsibility for their health needs.

2. First Aid Provision

The Head is responsible for ensuring that there is an adequate number of qualified First Aiders.

Portable First Aid kits are to be taken on all educational visits and are available from the school office.

The First Aiders will ensure that the contents of the First Aid boxes are well stocked.

All staff will be trained in any aspect of First Aid deemed necessary e.g. asthma, epilepsy, use of an epipen.

All staff will ensure that they have read the school's First Aid Policy.

3. First Aid Boxes

These are located in the school office.

4. Procedures

In School

In the event of injury or medical emergency, if possible contact the appointed First Aider or other teacher / supervisor.

Any pupil complaining of illness or who has been injured is sent to the school office for a qualified First Aider to inspect and where appropriate treat. Constant supervision will be provided.

Parents are contacted if there are any doubts over the health or welfare of a pupil.

IF THE SITUATION IS LIFE THREATENING, THEN AN AMBULANCE MUST BE CALLED IMMEDIATELY.

For their own protection and the protection of the pupil, staff who administer First Aid should take the following precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering First Aid. Disposable gloves should be worn.

All serious accidents should be reported to the Head Teacher or First Aider, who should call an ambulance and the child's parents ASAP. Phone numbers are located in the red box file in the school office.

Out of School

Whenever possible take the school mobile phone on school trips, if this is not available, then a member/or members of staff will take their own phone/s to use if needed. Teachers to check that the pupils with inhalers (or other medication) bring them with them.

First Aid kits are to be taken on all out of school visits.

Educational Visits

A Risk Assessment must be carried out for all visits.

5. Action in the event of an Emergency

Assess the situation. Are there dangers to the First Aider or the casualty? Make the area safe, look at the injury. Is there a likelihood of a neck/spine injury?

Check for breathing, assess for circulation.

Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstruction from the mouth or chin.

6. Incident Reporting

All accidents and emergencies are to be recorded by completing an 'Accident / Incident' report form, which are kept in the school office – copies are put in the child's file and in the 'Accident / Incident' report form file.

Parents are informed of a head injury by telephone.

Staff should complete the Accident Book if they have an accident at work.

7. Administration of Medicines

Our trained First Aiders will administer medicines (kept in the school office) for a range of conditions in agreement with the parents.

If any medications are brought into school (including asthma inhalers) it is the parent's responsibility to ensure that they inform the school secretary. Medicines are kept in the school office and administered by a member of staff. A request slip is completed by the parent and staff member, and records kept in the green 'Medications Administered' book, which is kept in the school office.

8. Body Spillages / HIV

No person must treat a pupil who is bleeding without protective gloves.

Sponges and water buckets must never be used for First Aid to avoid the risk of HIV contamination.

All body fluid spillages (vomit, diarrhoea and blood) must be cleaned up immediately. Ordinary rubber gloves are to be used for this.

9. Head Lice

A general letter is sent to parents if a child in the school appears to have head lice.

If live lice are noticed in a pupil's hair, the parents are contacted immediately and asked to take the child home.

Reviewed: **March 2018**.