



# Hurworth Primary School

## First Aid Policy

<b>Policy Version Control</b>	
Policy type	Hurworth Primary School
Policy prepared by (name and designation)	Mrs K Walker
Last review date	November 2020
Description of changes/Updates	Update to Paediatric First Aiders, Emergency First Aiders and Defib trained staff.  Change of name for designated persons to manage first aid equipment.  Removal of travel sickness information.  Change Head of School to Head Teacher
LGB approval	25 <sup>th</sup> November 2020
Date released	25 <sup>th</sup> November 2020
Next review date	November 2021

## HURWORTH PRIMARY SCHOOL First Aid Policy

### AIMS

The health and safety of all children at Hurworth Primary School is of the highest importance to all staff. This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions.

The school have members of staff who have paediatric first aid and emergency first aid certificates.

The Paediatric First Aiders are:

- Andrea Hurman
- Deborah Williamson

Emergency First Aid at work staff (1 day) are:

- Claire Byrne
- Kerry Coates
- Jenny Elliott
- Andrea Hurman
- Tracy Jemmeson
- Chris King
- Rebecca Kukielka
- Shaunagh Laing
- Rebecca Lennon
- Deborah McNaught
- Katie Newton
- Lauren Pears
- Kim Swales
- Julia Walker
- Kirsty Yates

First aid training is carried out in line with current Health and Safety recommendations which is every 3 years.

First Aid equipment is kept in the locked first aid cupboard in the first aid room. Cuts are cleaned using, where appropriate running water and/or antiseptic wipes and if needed, plasters are available. Gloves are worn by staff when dealing with blood and other bodily fluids. These are located next to the first aid cabinet. Ice packs are kept in the first aid cupboard in the first aid room and can be used to reduce the swelling for bumps and suspected strains and sprains- an ice pack will be used for head injuries. If ice packs are used then these are first wrapped in a paper towel to prevent contact with the skin.

Every classroom has a first aid bum bag and first aid book for recording accidents.

The school possess a defibrillator which is situated opposite the staff room. The following staff are DEFIB trained:-

- Alison Maddison
- Joanne Passman
- Jennifer Elliott
- Rebecca Lennon
- Andrea Hurman
- Karen Sellars
- Julia Walker
- Donna Williams-Keers
- Deborah McNaught
- Rebecca Kukielka

All medical waste is disposed of in a clinical waste bin in the first aid room.

### **Dealing with bodily fluids – blood etc.**

#### **Aims:**

- To administer first aid, cleaning, etc., for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc.

Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:

- Isolate the area.
- Always use disposable gloves and apron (located in the disabled changing area) NEVER touch body fluids with your bare hands
- Clean the spillage area with hot water and disinfectant located in the cleaning cupboard.
- Use bucket and mop with red mark which can be found in the cleaner's cupboard (inform Caretaker if used by leaving a note)
- Double bag all materials used and dispose of in outside bin.
- Blood loss – if possible give individual gauze pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

### **Off-Site Visits**

It is the responsibility of the teacher in charge to take a first aid bag with them on the visit. Small first aid packs are available from the cupboard in the first aid room. Rucksacks for inhalers will be available for all teachers and teaching assistants taking children out of school for a trip or residential visit, which are equipped with a first aid pack and will carry any medication needed for individual children.

The first aid equipment is regularly checked and managed by all class teachers, alongside the office staff.

All accidents are recorded in a minor accident book which is stored in the first aid room and in each classroom. Any head injuries are recorded and a first aid sticker and a bumped head letter is given to the child to take home to parents. Parents/carers are contacted following a head injury. In the event of serious injury or concerns which involve a visit to hospital, first aiders must complete an accident/incident report form and send a copy to Stuart Mackenzie, Health & Safety Advisor.

**In urgent cases an ambulance will be called and a first aider, member of staff or someone authorised by the Head Teacher, will accompany the pupil to hospital and await the arrival of one of the parents/carers, acting as loco parentis until the parent/carer arrives.**

Medical information about a child is gathered through the data collection sheets, which are issued annually, as well as through information provided by parent or carer. All important medical information is provided for class teachers and kept in classrooms. All emergency phone numbers are kept on the school computer in SIMS and in the pupils contact file in the school office.

Medical information is located in a locked cabinet in the first aid room. All relevant information regarding medical conditions are passed on to the relevant teacher. Each new child that starts within the school supply information regarding health issues, which are then passed on to all relevant members of staff.

The school cook is notified of all children with food allergies. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children.

Hurworth Primary School will not discriminate against pupils with medical needs.

In certain circumstances it may be necessary to have a Care Plan for individual health needs. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they, and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals. They will include the following:-

- Details of the young person' condition
- Special requirements i.e. dietary needs, pre-activity precautions
- Any side effects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- Who to contact in an emergency
- The role staff can play
- How to administer medication and amount to be given

### **Sun Screen**

Pupils must not bring sun cream into school. If required, it should be administered before arriving at school. The Health Education Authority recommends the use of a sunscreen with a sun protection factor of 15 or above which is labelled with a broad spectrum to protect from UVA and UVB rays and ensure that sunscreen is applied regularly and generously.

### **Educational Visits**

Prior to any residential visit taking place medical forms will be completed by the parents/carer of all pupils. This will allow the school to consider what reasonable adjustments may need to be made to enable young people with medical needs to participate fully and safely on visits. Arrangements for taking any necessary medicines will need to be taken into consideration.

Staff supervising excursions will always be aware of the medical needs and relevant emergency procedures of pupils in their care.

Copies of medical forms and care plans will be taken on the visit and relevant information also stored in school. If staff are concerned about whether they can provide for a young person's safety, or the safety of others, on a visit, the school will seek parental views and medical advice from the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant.

Prior to the residential medication should be handed to the first aider by parents/ carers. Following the visit, the first aider will hand back any medication to the child's parent. (Medication will not be handed back to the child).

**INFECTIONS AND DISEASES IN SCHOOL**

**Diarrhoea and Vomiting illness**

Children can return to school 48 hours after the last episode of diarrhoea or vomiting has ceased.

Hurworth Primary School follows guidance on all infection control measures from the Public Health Agency – please refer to the following link for details on:-

[http://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](http://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)

Date for Review Autumn 2021

Signed.....Chair of Governors

Dated.....