



Shine like Stars



LOWDHAM C of E PRIMARY

First Aid Policy

‘Shine like stars’ Philippians 2:15

Love others – “My command is this: love each other as I have loved you.” John 15:12

Everyone join in – “How good and pleasant it is when God’s people live together in unity!” Psalm 133:1

Always do your best – “Work at everything you do with all your heart.” Colossians 3:23

Reach out – “Do to others as you want them to do to you.” Luke 6:31

Never give up – “I can do all this by the power of Christ. He gives me strength.” Philippians 4:13



FIRST AID POLICY

Purpose

The safety of all staff and children at **Lowdham CofE Primary School** is of paramount importance to everyone involved with the school. This policy has been written to outline the school's First Aid provision.

As a school we look to:

- Preserve life;
- Limit worsening of the condition;
- Promote recovery;
- Provide first aid as necessary from trained adults;
- Promote health and safety awareness in children and adults, in order to prevent first aid being necessary;
- Encourage every child and adult to begin to take responsibility for their health needs.

First Aid Provision

- The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- Portable First Aid kits are taken on educational visits and are available from the Medical Room.
- The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.
- All staff will ensure that they have read the school's First Aid Policy.

First Aid Team

At the time of this report, all staff have been trained in Emergency First Aid at Work (this runs out in September, 2027). Several staff have been paediatric first aid trained too. Helen Dunbar, Louisa Bellamy, Di Winter, Julie Colson, Clare Greaves and Matt Jones.



First Aid Boxes

First Aid Boxes are located in:

- Middle room between Classes Reception and 1 (room 11 – see appendix 1)
- Staff room (room 8)
- KS2 sink area (room 27)
- KS1 (Y2/3) area (room 41)
- The Hub (room 53)
- There is PPE with all of these kits – when dealing with emergencies, especially in this current situation, all accidents that require PPE to be work (aprons, face masks, visors) shall be used as well as the use of gloves – these to be used in all accidents.

First Aid box contents:

First Aid Boxes should contain: individually wrapped sterile adhesive dressings (plasters), sterile eye pads, individually wrapped sterile triangular bandages, safety pins, sterile wound dressings, gloves.

No medicine/tablets are to be kept in the first aid boxes.

Procedures

In school:

- If staff are concerned about the welfare of a pupil, they should contact the trained first aider(s) immediately. If an injury has been sustained, the pupil should not be moved.
- In the event of injury or medical emergency, if possible contact the appointed First Aider(s) or other Teacher.
- Any pupil complaining of illness or who has been injured is sent to the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided and parents should be contacted as soon as possible if it necessary for the child to be taken home.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff).
- No member of staff or volunteer should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff.



- For their own protection and the protection of the patient, 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. Contaminated gloves, clothing etc need to be disposed of in yellow/orange clinical waste bags (found in disabled toilet).
- All serious accidents should be reported to Headteacher or First Aider who should call an ambulance and the child's parents ASAP (numbers located in office in the Pupil Contact File).
- In the event of a serious incident, an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital.
- It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases, staff should ensure they have specific cover from their insurance company and two members of staff (one driving) should accompany the casualty.
- IF THE SITUATION IS LIFE-THREATENING, THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.

Out of School:

- It is essential that teachers take a MOBILE TELEPHONE on trips out of school.
- Teachers must ensure that pupils who have asthma take their inhalers and children with allergies have their epi-pens.
- Teachers must always take a first aid kit.
- All visits, even local ones, must follow the correct risk assessments and educational visits forms must be completed.

Educational Visits:

- The Headteacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Policy for Nottinghamshire Schools'
- A Risk Assessment will need to be carried out as part of an educational trip.

Action at an Emergency (To be undertaken by trained First Aider)

- **Danger** – assess the situation. Are there any dangers to yourself or the injured person?
- **Response** – assess person for responsiveness – do they respond?



- **Airway** – open the airway. Place one hand on the forehead, tilt the head back and lift the chin.
- **Breathing** – check breathing. If casualty is breathing assess for life threatening illness and then place in the recovery position
- **Compressions** – if no breathing send a helper to call an ambulance and start CPR

- **CPR – Child** – Pinch child’s nose. Place your mouth over theirs and attempt 5 rescue breaths. Proceed with 30 chest compressions followed by 2 breaths and continue until help arrives or casualty begins to breathe.
- **CPR – Adult** – Start with 30 chest compressions and then 2 breaths and continue until help arrives.

Incident Reporting

- All incidents, injuries, head injuries, ailments and treatment are reported in the accident book.
- Parents are informed of a head injury by letter/email/Class Dojo/telephone call.
- First Aiders contact parents by phone if they have concerns about the injury.
- Staff should complete the accident book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay. In some instances, a RIDDOR form may need to be completed; the headteacher will complete this along with the staff member.

Administration of Medicines

Prescribed medicines are administered using the NCC guidelines for administering medication. See the procedure for administering medicines in school statement for more details. If any other medications (such as, asthma inhalers) are brought into the school, it is the parent’s responsibility to ensure that they inform the school, and that they understand that their child will take responsibility for it. If there are any doubts about a child’s ability to take responsibility for their own medication, the first aider(s) should be informed so that they can assist the child to use the medication.

Body Spillages

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the First Aid boxes and in the Medical Room cupboard.



- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- All body fluid spillage's (vomit, diarrhoea and blood) must be cleaned immediately. This is vital if spread of infections is to be reduced. Disposable clothes and gloves should be used and the area cleaned with anti-bacterial spray.
- Contaminated gloves, clothing etc need to be disposed of in yellow/orange clinical waste bags (found in disabled toilet).

Reviewed and ratified by Governing body	Summer Term 2024		
Next Revision (Please highlight as appropriate)	Annual	Biennial	Tri-annual
To be reviewed	Summer Term 2027		

APPENDIX 1

Map of the school with room numbers

