

# YEWSTOCK SCHOOL



## First Aid Policy

Status:

Recommended

This policy sets out the provision made by Yewstock School to safeguard its pupils, employees and others in terms of immediate first aid requirements.

### First Aid means:

- treatment for the purpose of preserving life and minimising the consequences of injury and illness until the help of a medical practitioner or nurse is obtained in cases where a person needs it
- treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse

This definition is taken from the First Aid Regulations. It means that people at Yewstock School are entitled to attention if they suffer injury or fall ill, whether or not the injury or illness was caused by the work they do.

It is important that casualties receive immediate attention, and that assistance is sought, normally by calling for an ambulance, when necessary.

First aid does not extend to giving medical treatment or medications, such as analgesics (headache relief) etc. The issues relating to medical treatment of pupils are dealt with in the policy on Administering Medication to Pupils.

### First Aid Facilities

First Aid is intended to deal with the initial management of any injury or illness at work, for this purpose Yewstock provides:

- Staff who are trained to take charge of first aid situations
- Basic first aid equipment in suitably stocked first aid boxes
- Information for employees on first aid arrangements and procedures See **Appendix 1**

### First Aid Staff

Yewstock has a number of First Aiders. These are staff who have undergone a training course in administering first aid at work, or hold a valid first aid certificate issued by an organisation whose training is approved by the Health and Safety Executive. See **Appendix 2** for names

A first aid at work certificate is valid for a period of three years and there is a programme of re-certification to ensure staff remain qualified before their qualification period expires.

First Aid staff follow the guidelines and procedures within their training and those additional procedures specific to the school. See **Appendix 3**

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Class staff are permitted to treat very minor injuries such as small grazes or cuts if they feel confident to do so. In these situations a Pupil Accident form must still be completed by class staff. If there is any doubt or the injury starts to cause concern at a later point they should seek the advice of a First Aider. Pupils with specific medical conditions (e.g. haemophilia, HIV etc) **MUST** be dealt with by a qualified First Aider.

At Yewstock there is an appointed person who:

- takes charge when someone is injured or falls ill, including calling an ambulance if this is required
- looks after first aid equipment eg restocking first aid boxes

An appointed person needs to be available at all times so training has been given to other First Aiders to carry this out in her absence.

### **First Aid Equipment**

Yewstock school provides a stock of first aid items in the form of first aid boxes placed throughout the school and available for trips out. See **Appendix 4** for locations

The boxes contain a minimum set of equipment and are regularly checked and maintained by the appointed person See **Appendix 5** for contents list

First Aid boxes should not contain:

- tablets, including paracetamol or aspirin
- medicines, including proprietary items for relief of burns or stings (except in the First Aid box for adult use in the school kitchen)
- medicines for individuals

Items such as these will be stored, where required, in locked medical boxes see policy on administering medication to pupils

### **First Aid Room**

The First Aid Room is located on the main school corridor.

### **Records of First Aid Treatment**

A record is kept of all first aid treatment given whether by appointed first aid persons or other staff. Information recorded includes the:

- name of the person injured
- date and time of incident
- detail of injury/illness and first aid given
- signature of person who dealt with casualty

Accident records are also completed as appropriate. Numbered blank proforma are held in the school office to which the completed documents should be returned. See **Appendix 6** for proforma used

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Any treatment required by a pupil is reported to parents either immediately by telephone or through a report home according to the nature or severity of the injury and treatment required.

### **Special Points Relating to Children Requiring First Aid**

#### **Identifying Injuries to Children**

It should be noted that young children or those with special needs may not give a full description of symptoms and care is necessary that injuries are not missed. If staff have doubts, the child should be kept under observation. It is particularly important that anyone with a suspected or actual head bump is checked by a qualified First Aider and monitored for signs of deterioration.

#### **Calling an Ambulance**

Where there is any uncertainty, medical assistance should be sought, and where it is required urgently, this should be by ambulance. The semi-rural location of Yewstock means it may be necessary to have an air ambulance in which case the playground will need to be cleared to allow it to land. See policy on Emergency Procedures.

The rationale for calling an ambulance includes:

- their paramedic staff are able to start to give emergency treatment immediately using equipment carried by the ambulance
- their emergency vehicles are likely to travel faster through traffic congestion to hospital, and can alert them to any special treatment needed prior to arrival
- the paramedic staff are trained, and are equipped to move casualties without worsening any injury

#### **Arrangements for children who are taken to hospital by emergency services**

If a pupil needs to be taken to hospital, a member of staff will contact parents after arranging for an ambulance. If they cannot arrive at the school before the ambulance, they should arrange to meet their child at the hospital.

Under these circumstances staff will ensure that they are accompanied by an adult from the school and that they remain accompanied until parents can arrive to relieve them. If the parents cannot be contacted, or fail to arrive at the hospital (or refuse to do so), then school will contact Social Services to arrange for appropriate care of the child.

#### **"First Aid" and "Medical Care"**

A distinction must be maintained between first aid, which is the immediate action or treatment of a casualty, and longer term issues involved in medical care, which are not the subject of this document. See policy on Administering Medication to Pupils

#### **Hygiene and Infection Control**

All staff giving first aid should take precautions to avoid infection, and must follow basic hygiene procedures. They must wash their hands before and after giving any first aid, have access to single use, disposable gloves, and take care when dealing with blood and any body fluids.

See guidance in DfEE publication "HIV and AIDS: A guide for the Education Service".

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## Allergies and Dermatitis

Some individuals are allergic to adhesive dressings, and staff should, when possible, ascertain whether the person they are treating is likely to suffer an allergic reaction.

Concern has been expressed that starch powders used to dress some disposable gloves may cause dermatitis in individuals. This is more likely to affect habitual users of gloves, such as in the health services. Any employee who shows symptoms which they associate with use of disposable gloves should seek the advice of the County's Occupational Health Nurse or their own GP.

## Needle Stick Injuries

These are accidental punctures caused by hypodermic needles, and can result from careless or malicious disposal of needles. Children and caretaking or grounds staff are at risk amongst others.

The advice given in the HSE Information Sheet **Appendix 7** should be followed, and an accident report completed for any needle stick injuries.

## Alkali Chemicals in Eyes

Alkali chemicals commonly used in science lessons can cause very serious eye injuries, including loss of sight. This risk is underestimated in some cases, and the correct first aid not fully understood.

The following advice is taken from the CLEAPSS Bulletin, Spring 1996:

“With alkali solutions of this strength and quantity (2M sodium hydroxide), 10 minute irrigation is not enough. Irrigation should continue until the patient is under the control of a specialist at the hospital. Science staff must inform the school first aider of this, warn that the ambulance summoned will need irrigation equipment and take steps to see that irrigation is continued in the accident department. General medical staff and first aiders cannot be expected to know how seriously alkalis attack eyes.

When eyes are irrigated, eyelids must be held back so that the area between the lids and eye are flooded. Whether eye-wash bottles or tubes on taps are used, all science staff need to practise eye irrigation at least annually, going through the motions and stopping just before directing water into the 'victim's' eye. See also the “CLEAPSS Laboratory Handbook”.

The Science co-ordinator holds appropriate irrigation supplies in her room and the appointed person maintains a stock of all necessary First Aid materials.

This policy to be reviewed as part of a rolling programme of policy review set by the governors.

**This policy should be read in conjunction with the Single Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equality of opportunity and foster good relations for all.**

**Date adopted by governing body**                      **9<sup>th</sup> May 2012**

Date reviewed by FGB                                      9<sup>th</sup> May 2012

**Date for next review**                                      **9<sup>th</sup> May 2015**