

## Policy & Guidelines for Administering First Aid in School

*Our mission as a church school is to be – loving, welcoming and succeeding with faith, family and friendship at the centre of all that we do. The key Christian values that are the core of our school life are forgiveness, creation, koinonia, reverence, service, wisdom, trust and endurance.*

### **AIMS:**

The Aim of this Policy is to set out guidelines for all Staff in school in the administering of First Aid, and to determine whether or not the child is in need of 'First-Aid' or merely 'Pastoral Care'. Having such clarity will help us to ensure we are providing the best possible provision for safeguarding our pupils. This is in line with the DCSF document 'Guidance for Safer Working Practice for Adults who Work with Children and Young People (page 22, DCSF, 2007).

### **CLASSIFICATION & STAFFING:**

Little Waltham Primary School are fortunate to have several members of Staff with designated responsibility for administering First-Aid in school. A list of these members of Staff can be found in the Staff Room, Front Office and Office Managers office and also at Appendix 1

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One of the above members of Staff **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of Staff **MUST BE CONSULTED** to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with epipens in school - irrespective of the type of illness or injury sustained. **On NO ACCOUNT must these pupils be left/sent to self-administer their own treatment.**

Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted.

Classification for incidents such as these is '**FIRST AID**'

### **TRAINING, UPDATING, MONITORING.**

See Appendix 1 for updated training.

Consultation from the designated member of First-Aid staff **should not be sought** in the event of **minor incidents** which may be treated with Pastoral care.

Examples of these are:

- Minor cuts or grazes
- Pupils who feel - or who are actually – sick

- Minor bumps to the head – i.e. pupils colliding in the playground.
- Minor marks to the body (bruises), skipping rope burns etc
- Dog-dirt on shoes/soiled clothing/mud on clothes etc

Classification for incidents such as these is '**PASTORAL CARE**'

#### **FIRST-AID:**

In the event of **major injury**, the designated member of First-Aid staff should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Should the injury require medical assistance (i.e. Parent called into school/hospital visit/ambulance/), a member of the office staff should be contacted immediately and the relevant action taken.

#### **BUMPED HEADS**

All 'bumped head' incidents must be reported to parents or carers by telephone as soon as possible followed up with an accident slip.

#### **PASTORAL CARE:**

Incidents requiring 'Pastoral Care' should be treated as follows:

- **DURING MORNING/AFTERNOON LESSON TIME:** Each class has a member of Staff to support the Teacher/Cover supervisor. Should an incident occur during morning session, the member of Staff supporting the class should take 'Pastoral' care of the child ensuring his/her well-being. If the child feels unwell or needs attention they are sent down with another person to the front office for the treatment that is required.
- **LUNCHTIMES:** The Mid-Day Assistants are responsible for looking after children during lunch time and also for recording the incidents in the relevant book.

In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with Parents/Carer at the end of the school day.

Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made.

Should the decision be that Parents be notified/the child needs to go home, the office should contact the Parents.

#### **PUPILS WITH SPECIFIC NEED:**

Details of Pupils with specific need i.e. diabetic/severe allergies/epipens etc may be found at the front of each register. Details are contained in individual student care plans, on a poster (with photos) displayed on the staffroom wall and the First Aid box used by Midday Assistants which is taken outside. Please take time to familiarise yourself with the pupils concerned and their individual potential need.

#### **INCIDENT REPORTING:**

All incidents requiring first-aid (whether minor or major) must be recorded in the school Accident book. This is situated in the front office.

#### **TREATMENT:**

School has a ready supply of minor first aid equipment. These may be found in the Front Office.

The administering of items such as antiseptic creams etc are only permitted in case of allergic reaction with parents/carers permission. Cuts and grazes should be treated with gauze and clean water and elastoplast/micropore applied where applicable. Individually wrapped, alcohol free wipes are used when appropriate.

There are buckets in the Front Office for pupils who feel sick. Please place a bag inside the bucket before use. Sawdust, mops and buckets may all be found in the Cleaner's store.

**Signed:**

Chair of Curriculum Committee

**Date Approved: Autumn Term 2017**

**To Be Reviewed: Autumn Term 2018**