MELCOMBE PRIMARY SCHOOL
THAMES FEDERATION
HIGH EXPECTATIONS | ENRICHMENT | EXCELLENCE

First Aid Policy

Aims:

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees or visitors.

This policy shall be shared with all employees during their induction to ensure they are familiar with the school's first aid procedures.

The Governors are committed to the Local Authority's procedure for reporting accidents and recognize their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

What is first aid?

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

First aid and medication

The school currently has 17 emergency first aiders with valid certificates. At least three members of staff with current first aid training are on the premises at any one time.
Posters displaying the names and locations of first aiders are on display in classrooms and around the school.

Our First Aid Kits

- Comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011.
- Include assorted plasters, eye pads, medium-sized dressings, large-sized dressings, sterile cleansing wipes, nitrile powder-free gloves, first aid in an emergency booklet, scissors, finger dressings, and conforming bandages.
- Are regularly checked.

Class teachers and support staff are responsible for maintaining their classroom/trip kits in their individual rooms. We have three main first aid kits. One is kept in the school office and two are kept outside the school offices. One is for the North playground and one is for the South playground. These are regularly checked and restocked by our Medical Lead.

- Are re-stocked as necessary
- Are easily accessible to adults
- Are kept out of the reach of children

Accident books

Due to the fact we are a large school site, there are 2 accident books on the school premises. These are kept safely but accessible to all first aiders.

- The North and South playgrounds have separate books for accidents that happen at playtimes/lunchtimes.
- All serious accidents must be recorded in the Office book on the same day and handed to Site officer to be uploaded onto the electronic incident reporting system for the local authority – within 24 hours.
- The Reception staff maintain their own records, which are shown to and signed by the parents at the end of the day.
- All staff know where the books are kept and how to complete them.
  All accident books are reviewed half termly by a member of the site team to identify any potential or actual hazards. First aid classroom books are checked fortnightly, and incidents are recorded.
- Completed accident books are given to the office to store them for future reference.

Ofsted requirement to notify parents and the Data Protection Act

Parents must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school. Parents are informed immediately of any injuries to the head, on the face, including stings and bites in case of delayed reactions.

Administration of Medicines at Melcombe Primary

This applies to all pupils, including those who do not have an individual health care plan.

Melcombe Primary School recognises there is no legal duty requiring staff to administer medication and staff will not administer medication apart from Epi-Pens, inhalers and insulin.

The school advises that parents come to school to administer prescribed and all other non-prescribed medicines that have to be taken throughout the day, e.g.: antibiotics, to their children themselves. Alternatively, medicines that need to be taken 3 times a day could be given in the morning, after school and before bedtime. All staff (including outside agencies) are aware that all children's adrenaline auto injector, insulin and inhalers are kept in their class during the school day and are kept easily accessible to staff after the school day (during after school clubs) in case of emergency.

In exceptional cases, medication will be administered at the discretion of the Senior Leadership Team with parental consent.

Children who have a Health Care Plan are not allowed to administer their own medicine unless it is clearly stated in their Plan. Which would have been previously authorised by their parent. In these circumstances the child would be supervised by a member of staff.
Where a child requires a care plan, then the parents/carers must contact the school's Inclusion Leader via the school office. This is to agree a Health Care Plan with school nurse and medical officer.
One copy of the plan will be given to the parents and one will be placed in the 'Health Care Plan' folder that is displayed in the staffroom in the medical area for all staff to access, if and when needed. It is the parent's responsibility to check expiry dates on all medications before they are given to the school and ensure that we have medications that are in date within at least 3 months.

Children with Asthma

Most children with asthma relieve their symptoms using an inhaler and the following will apply:

- Children store their own inhalers in an individual over the shoulder medical bag.
- Where inhalers are stored in a readily accessible place, i.e.: their classroom, they will be clearly marked with the full name, DOB of the pupil and their medical regime.
- It is the parent or carer's responsibility to provide the school with their child's Asthma medication, including a spare inhaler to ensure one is available in an emergency.
- It will be stated in the child's Health Care Plan if a child can or cannot administer their own medication.
- An emergency Asthma kit is kept in the school office. It consists of two inhalers and a pack of dispensable spacers.

Children who suffer a severe allergic reaction - Anaphylaxis

The most common cause of a severe reaction is food - usually nuts, fish or dairy products. Symptoms usually appear within a very short time after exposure to the allergen.

These may include the child having difficulty in swallowing, redness of the face, abdominal cramps, difficulty breathing, and swelling of the face and in some circumstances, loss of consciousness. Allergic reactions can be life threatening but are effectively treated with medication. In most cases this will involve the use of an injection of adrenaline, using an Adrenaline Auto Injector (AAI).

Kitchen staff/Midday supervisors are informed of all children with allergies.

Children with Diabetes

At Melcombe we now have 3 children diagnosed with type 1 diabetes. The children are monitored by a trained member of staff to ensure their blood sugar levels are within the correct and safe range, as stated in their individual medical plan. Any action needed to correct levels is implemented straight away. Insulin is given to children when required (before lunch or when levels are high and a correction is needed to make levels safe). Each child also has a Glucagon pen which is stored in the fridge in the school office in case of serious low levels when sugar cannot be given by mouth. Parents are contacted immediately if there are any concerns regarding a child being too high or too low, including any equipment failures.

Medical Emergencies at Melcombe Primary

All members of staff who work with pupils who have medical plans are informed of the best course of action should a child become seriously ill and need emergency treatment.

The school will call an ambulance before contacting the parents if a child becomes seriously ill – this applies to all children and not only those with health care plans. The school will arrange for a member of staff to travel to the hospital in an ambulance and act in loco parentis until the parents arrive.

Treatment of injuries

Following an accident, the first aider is to take charge of the first aid administration. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider should call for an ambulance on the following occasions:

- In the event of a significant injury or head injury
- If bleeding cannot be controlled
- In the event of a period of unconsciousness
- Whenever a fracture or break is suspected
- Whenever the first aider is unsure of the severity of the injuries

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress for the child' own comfort. Parents/Carers must be contacted for all bumps to the head. All head bumps must also be recorded into the school accident book and a slip is sent home informing parents of possible symptoms to look out for.

Disposing of blood

Bloodied items should be placed in the clinical waste bin in the South playground.

Ice Packs

Ice packs are found in the medical room freezer and are for the treatment of sprains and bruises. All ice packs must be wrapped in a cloth wrapping to avoid cold burns.

Training

A central record of all training related to first aid is held with the Safeguarding lead and is reviewed annually to ensure that certificates are reviewed within timescales.

Medical room

We now have a well-stocked medical room at Melcombe School. This is always kept sterile and cleaned daily. Staff know where to find supplies, which are monitored and ordered regularly.

Links to other policies
Supporting Pupils with Medical Conditions
Health & Safety