

# **Sallygate School**

# **First Aid Policy**

**Date Agreed: September 2016**

**Date of next Review: September 2017**

**Headteacher signature:**

**Management Committee Chair signature:**

**All staff must have access to this policy, and sign to confirm that they have read,  
understood and will adhere to its contents.**

# Sallygate First Aid Policy

## Introduction

The Directors, Channels and Choices, and the Headteacher of The Sallygate School accept their responsibility under the Health and Safety (First Aid) regulations 1981, and acknowledge the importance of providing First Aid for children, employees and visitors within the school.

They are committed to procedures for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

They recognise the recommendations of 'Guidance on First Aid in Schools'(DofE 2014).

## Recording and Informing

Take all injuries and complaints about health seriously Record them and put a copy in the Accident File

Inform the appropriate stakeholders.

- Record accidents I injuries in the Accident Book, kept in the School office.
- In the case of more serious accidents I injuries inform all stakeholders.
- Inform the First Aider on site if supplies in First Aid Boxes become depleted.
- Accidents involving the head can be problematic, because injury may not be apparent and the effects only noticeable after a period of time. Information about 'head bumps' will be passed directly to careworkers collecting students, and/or recorded in the contact book.

The statutory duty to report accidents to RIDDOR in respect of both employees and students is the responsibility of the Headteacher, or in his/her absence, the School Operations Manager.

## Issuing Medicine

- No medicine, prescribed or otherwise, should be issued without the instructions / permission of the parent / those with parental authority or their designated representatives.
- Pupils should not bring medicine to school without this permission.
- All medicine should be stored securely.
- Every issue of medicine must be recorded.

### **Treating accidents / injuries**

- The general principle is to be very cautious about diagnosis; instead:
- Consult a trained first aider.
- Arrange for the child / young person to be taken to hospital.
- Call an ambulance.

If the pupil remains in school, monitor them closely.

Whenever possible, check with the school office for medical history.

The school will provide materials, facilities and equipment as set out in DofE guidance.

The school first aid kit is located in the medical/meeting room.

The contents of this box are checked regularly by the designated first aider.

The school first aid kit is located in the medical room, school Operations Manager's office.

The contents of this box are checked regularly by James Lee.

The school first aiders are;

- The staff nominated on the designated board at the main school entrance.

### **The Medical Room**

Children and young people who need to use the sick room must be supervised at all times.

### **Transport to home or hospital.**

The Headteacher/School Operations Manager and first aiders will determine the appropriate action in each case.

Where the injury is an emergency, an ambulance will be called,

Where hospital treatment is required but is not an emergency, then the student's home will be informed and take over responsibility for the student.

If the home cannot be contacted, or if an appropriate member of staff is not available, then the school may decide to transport and accompany the student to hospital

### **Body Spillages/HIV**

No person must treat a pupil who is bleeding, without protective gloves, Protective gloves are stored in all First Aid Kits.

Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination, therefore a separate Body Spillage Bucket, Mop, Dustpan and Brush are provided and kept in the store.

All body fluid spillage's (Vomit, diarrhea and Blood) must be cleaned immediately. This is vital if spread of infections is to be reduced. Gloves should be worn when in contact with blood or body fluid is likely. They must be kept for this purpose only. Following use, gloves must be disposed of.

Sanitising powder must be spread on the vomit/Diarrhea immediately and this should then be swept up before mopping. Spillages should then be placed in the yellow bin and disposed of in the bodily fluids bin in the medical room

Once spillages have been dealt with, hands must be washed and dried after the removal of protective gloves.

### **Accidents / Injuries on school visits**

The same rules apply on school visits. Remember that:

- a first aid kit will be carried on all off site activities, along with individual pupil's medication such as inhalers, epi-pens and consent forms
- A person trained in first aid will accompany all off site visits, excepting when there is are first aid personnel at the destination
- Many destinations have on-site first aid personnel;
- Inform the school. Staff there will co-ordinate support relevant parties.

### **Information on first aid arrangements.**

The Headteacher / School Operations Manager will inform all staff about first aid arrangements including;

- The arrangements for reporting and recording accidents
- The arrangements for first aid
- Those employees with qualifications for first aid
- The location of the first aid kit

In addition the Headteacher / School Operations Manager will ensure that signs are displayed providing the following information;

- Names of employees with first aid qualifications
- Location of first aid box

### **Procedure for the issue of medication**

**Please see Policy for the issue of Medication.**

If a pupil requires medication in school;

- an instruction must be received from carers;
- medication must be handed in by a responsible adult and in the original container;
- a record sheet must be started in the Medical Room;
- medicine **MUST** be stored in the medicine box.