

GUIDELINES FOR THE FIRST AID TREATMENT OF INJURIES TO PUPILS

The following points regarding treatment of children will be noted by all staff and the recommendations adhered to:

1. Children requiring first aid treatment must be looked after and treated appropriately (see guidelines below) by a class teacher, teaching assistant or dinner supervisor initially and sent to a named first aider (see below) if further treatment is necessary.
2. All injuries, must be recorded on an accident/injury form (KS2 kept in medical cupboard in the office; KS1 kept in the filing cabinet in the KS1 corridor).
 - a. Copies should be given to the teacher if the child is in KS1 who must give these to the parent/carer at the end of the day.
 - b. Copies should be given to the child in KS2, but the teacher must be informed.
3. All classes have a First Aid Kit (Bum-Bag) for use by teachers and TAs which should be taken outside at Playtimes and Lunchtimes in order to administer minor First Aid immediately.
NB If a child is seen by a First Aider, returns to class - but deteriorates, you must contact a senior member of staff.
TAs and dinner supervisors can re-stock bags from the medical cupboard in the Office
4. All cuts and grazes must first be cleaned with a medi-wipe or cotton wool and water.
5. A plaster must be given to keep a wound clean or when the cut fails to stop bleeding, but in such circumstances it may be better to cover the wound with melolin and micropore tape. For deep cuts a bandage with a sterile pad attached, should be put over the wound and at **NO TIME** should antiseptic cream be put on the wound.
6. If a child has a bump on the head a cold compress or ice pack must be applied. The class teacher must be informed, the child monitored and as well as an accident/injury form completed which **MUST BE** sent home at the end of the day, the child should also be given a sticker to wear.
7. Whenever a child has a nosebleed or an injury, which is bleeding, or bodily fluids need to be cleaned, then **plastic gloves MUST be worn before dealing with the child. In the case of a nosebleed** sit the child down, ask them to tilt their head slightly forward and pinch the bridge of their nose. If it doesn't stop within 10 minutes or the child is distressed move the child to the Office where the Office staff will take over.
8. If a child is suffering from sickness or diarrhoea he/she must go home and must not return to school for 48 hours. eg: If a child is sent home before the end of the day on a Monday they cannot return until the Wednesday. Whoever collects the child must be informed when the child can return to school.
9. If a child is sick, please use the cleaning materials provided, kept in green box in each year group
10. If a child has an injury where he/she falls awkwardly, the child **MUST NOT** be moved, and a First Aider must be sent for immediately. **NB Use a HELPING HAND**
11. If an adult needs assistance send a 'Helping Hand' to the Office.



12. The First Aider who deals with an injury **FIRST** will decide whether or not the child needs to go to hospital or home. The Head Teacher, Deputy Head or a senior member of staff on duty must be consulted if this decision is taken. In all cases of serious injuries, the parent must be contacted. If the injury is serious, then an ambulance must be sent for.

NB If an ambulance is needed dial 9 for an outside line and then 999

Staff **MUST NOT** take an injured child to hospital in their own vehicle.

A member of staff should accompany a child to hospital in the ambulance, if the parent cannot be contacted.

13. Relevant, up-to-date information re. First Aid is kept and displayed in, and on, the First Aid cupboard in the Office.
14. When sports teams play matches away from school, the teacher in charge must take a portable first aid kit with them.
15. First Aid kits (bum-bags) must be taken on **ALL** day school visits. The school minibus has its own First Aid Kit.
16. Children **ARE NOT** allowed to have medicine in school, unless prior arrangements have been made with the Head Teacher. In such cases medicines will be kept in the office and the appropriate forms completed by parent/carer. (see Medical Needs Policy). Staff must not administer medicine to pupils unless the Head Teacher has agreed. However, children suffering from asthma for whom inhalers are prescribed should have them with them at all times.
17. Staff should note that the internal telephone system will work, even if there is an outside call. The receiver should be lifted and the number dialled: 519 then:

**70 – Mrs Jordan
69 – Mrs Cockerill
63 – KS1 Corridor
62 – SENCO**

**68 – Mrs Pennington
3 0070 – Staff Room
67 –KS2 Corridor
or 52489 for the Office**

Exception: for Pam & Donna dial 59130

18. The following members of staff currently hold First Aid Certificates:
 - **KS1: Carole Wilde, Jason Keley and Pam Smith**
 - **KS2: Tracey Gretton and Sam Evans**
 - **Lunchtime Supervisors: Melissa Purcell, Sarah Eggleton**
 - **Paediatric First Aider: Helen Whittaker based in Early Years and Pam Smith (AHT)**
 - **Adam Jenkins, Rachel Jordan and Paul Rowland are also trained but not ‘named’ First Aiders. (They can be called upon for advice in an emergency, not generally available due to teaching)**



Date agreed by the Governing Body: 4/12/17

Signed: David Duff

(Chair of the Governing Body)