



## First Aid Policy

Victoria Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

First aid is the initial management of any injury or illness suffered in the school. It does not include the giving of tablets or medicines to treat illness.

This policy should be read in conjunction with and with reference to:  
The Health and Safety Policy, Supporting Pupils Medical Needs and Administration of Medicines Policy, Child Protection Policy, the Managing Continence Needs Policy.

### The role of the School Management

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Responsibility for first aid is held by the Headteacher who is the Responsible Manager. The Headteacher will ensure that:

- a First Aid Needs Assessment is carried out to determine the first aid provision requirements for the school. This will be reviewed annually or following any significant changes in legislation that may affect first aid provision.
- there are a significant number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- the above provisions are clear and shared with all who may require them
- notices are displayed prominently giving the locations of first aid facilities, and the names and locations of first aiders
- staff are informed, through induction training and whenever changes are made, of first aid facilities and the names and locations of first aiders
- a record is kept of dates on which first aiders were trained and refresher training given
- first aiders are aware of their duties
- an appointed person is nominated to maintain equipment and notices
- Accidents are reported and recorded in accordance with the school's Health and Safety policy.

In line with the revised statutory framework for the Early Years Foundation Stage (2012), at least one member of staff who has a valid and up to date paediatric first aid certificate is on the premises at all times when there are children present.

A qualified paediatric first aider accompanies all Foundation stage children when on educational visits.

### The role of First Aiders

First Aiders will:

- take charge when someone is injured or becomes ill
- Render first aid within the limitations of training received and as appropriate in the circumstances (**Note: in accordance with the School Child Protection Policy, adults (whether or not first aiders) are not to remove any part of a child's clothing. If this is necessary to render first aid, then the child is to be invited to remove the minimum clothing necessary. Two adults should be present if clothing needs to be removed. If the child is unable to do this, e.g. is unconscious, then the minimum clothing around the area to be treated is to be cut away**)
- arrange to call an ambulance or other professional medical help if necessary
- if appropriate, arrange for next of kin to be contacted and, if contact cannot be made, arrange for somebody to accompany the injured child to hospital
- maintain simple records of all first aid provided in accordance with the School's Health and Safety Policy.

### Training

The Headteacher will ensure that appropriate numbers of first aiders are appointed as identified by the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations. This will be reviewed annually together with the currency of the training of each first aider.

The names of currently qualified first aiders will be recorded in the First Aid area and in the school Office.

### First Aid Provision

The Headteacher will nominate an Appointed Person to:

- ensure first aid boxes and travelling first aid kits are kept stocked with sufficient quantities of suitable materials and checked every half term.
- maintain a displayed list of the names of the appointed person and all first aid trained staff
- maintain first aid notices at appropriate positions around the school
- Maintain first aid training records

## **Emergency Arrangements**

On being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. 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 is to always call an ambulance on the following occasions:

- in the event of a serious injury
- in the event of any serious head injury
- in the event of a period of unconsciousness
- whenever there is the possibility of a fracture or where this is suspected
- whenever the first aider is unsure of the severity of the injuries
- whenever the first aider is unsure of the correct treatment
- in the event of an anaphylactic shock

In the event of an accident involving a child, where appropriate, it is the policy of Victoria Primary School to always notify parents of their child's accident of it:

- is a bump or knock to the head
- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents is to send a letter to the parent. In the event of a serious injury, the parent will be contacted by phone.

In the event that parents cannot be contacted and a message has been left, we will continue to attempt to make contact with them every hour. In the interim, we will ensure that the qualified first aider or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider or another member of staff will accompany the child to hospital, taking with them a copy of the child's data form and parental consent form and will remain with them until the parents can be contacted and arrive at the hospital.

## **Procedure for the spillage of bodily fluids**

Dealing with spills of blood or other body fluids may expose staff to blood-borne viruses or other pathogens. This procedure outlines a safe method for dealing with spillages.

Body fluids include

- Blood
- Respiratory and oral secretions
- Vomit
- Faeces
- Urine

## Routine Safety Procedures for Bodily Fluids

### 1. General

- Deal with any spillage of blood/body fluids **immediately**. The area may need to be cordoned off.
- Care must be taken to avoid contact with the skin during the cleaning and disinfection of spillages; protective gloves must be worn.

### 2. Protective Clothing

- Wear disposable gloves/apron

### 3. Clinical Waste

- Always dispose of contaminated waste in double bagged refuse sacks.

### 4. Handwashing

- Always wash hands after dealing with spillages or contaminated waste.

### 5. Disinfection of Blood and Body Fluid Spills

- An appropriate disinfectant should be used to clean the area once the spillage has been cleared. This will be kept on top of the cupboard in the Disabled Toilet KS1 building.

### Methods of Treating Body Fluid Spills

#### 1. Type of Spill: -

##### i. Blood and visibly blood stained fluid (except urine and vomit)

- Wear disposable gloves.
- Cover with paper towels and dispose of appropriately in double bagged refuse sacks.
- Clean the area with antibacterial detergent and water using paper towels

##### ii. Urine or Vomit spill

- Wear disposable gloves.
- Absorb the spill using paper towels.
- Remove paper towels and discard into double bagged refuse sacks.
- Cover with sawdust from the Yellow Bucket in the Disabled Toilet KS1 Building. Use the designated shovel to scoop this into a double-bagged bin bag.
- Disinfect area using appropriate disinfectant solution/yellow mop and bucket (Disabled Toilet KS1 Building)
- Always clean and disinfect the equipment used to deal with the spillage.

#### 2. Always wash hands after dealing with spillages

#### 3. Carpeted Areas

Where a spillage has occurred in a carpeted area, treat according to the type of spillage outlined above.

The carpet should then be cleaned using a carpet suction cleaner after the spillage has been treated. Please complete information in Site Manager Book found in Staff Room.

This advice is displayed in Disabled Toilets, the Staff room, and the First Aid room for staff awareness.

### **Responsibility for Dealing with Spillages**

All members of staff are be responsible for dealing with spillages in the first aid room or at the spillage scene when appropriate.

### **Records**

All accidents requiring first aid treatment are to be recorded in accordance with the School's Health and Safety policy and detail the following information:

- name of injured person
- name of the qualified first aider/appointed person
- date of the accident
- type of accident (e.g. bump on head etc)
- treatment provided and action taken

### **Monitoring and Review**

This policy will be monitored and updated annually, or more often in light of reflection upon practice or Statutory Changes.