

Meriden CE Primary School



First Aid Policy

Approved by Full Governing Body	November 2016		
Signature of Chair		Date	November 2016
Review Cycle	Three Years	Review Date	November 2019

At Meriden CE Primary School we endeavour to provide the very best possible care for our pupils. Two of our teachers and four of our Teaching Assistants are First Aid trained in order to deliver this care to the children. Three staff are trained in Mental Health First Aid.

Who?

Staff with First Aid Training: Miss S Davis, Miss L McMaw, Mrs L Ryan, Miss S Parker, Miss R Bradnock and Mrs D Holliday. Miss Parker, Mrs Holliday and Miss Bradnock are also Mental Health First Aiders. One named First Aider is on First Aid duty on all trips.

Where?

The First Aid equipment is in the school office. There is a First Aid box in the infant corridor which must be taken outside every playtime. A First Aid box is also held by Lunchtime Supervisors for minor scrapes and bruises at playtime. Plasters, gauze and gloves are in each classroom in a green first aid bag.

Procedures

Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of in the sanitary boxes in the staff toilet. Minor incidents and accidents should be dealt with, wounds cleaned etc and the child returned to the playground when possible and practical.

An up-to-date list of child medical conditions, asthma etc is on display in the Staffroom.

Accidents should be recorded on the First Aid Record sheets; copies are filed (in School Office) and parents receive the sheet, detailing the injury and care needed for the child. The class teacher should be informed.

Head injuries

Parents to be informed by telephone where deemed urgent and every child given a letter which shows a diagram indicating to parents where the bump is. Parents are encouraged to collect their child from school. Details are recorded on the red First Aid sheets. The class teacher should always be informed.

Accidents at Lunchtime

The mealtime Assistants carry antiseptic wipes, and plasters in their pouches and deal with minor accidents on site. More serious cases are brought to the First Aider.

Accidents in the classroom

If an accident happens in the classroom, the child will be dealt with by the staff working in that classroom if minor, or further help sought from First Aider.

Precautions for offsite Activities

Classes leaving the school premises take a First Aid box, and a sick bucket containing essential cleaning aids. A person trained in First Aid should accompany the children on the visit.

Dealing with Emergencies

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted. If a child needs hospital treatment in a non-urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, then a member of staff, probably the Headteacher will drive the child to hospital. The child should be strapped into the back seat and another member of staff should sit in the back with the child. Every attempt to contact the parents will be made by the school.

Accidents Involving External Bleeding

Normal First Aid procedures should be followed, which should include the use of disposable gloves. Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed. Cotton Wool should not be used in cleaning wounds since it is not sterile and could cause infection. As soon as possible seek medical advice.

Administration of Medicines

A record must be kept of all drugs to be administered at school. A written request must be made on behalf of the child by someone having parental responsibility. Each individual case will be considered separately depending on the circumstances.

Except as stated below, medicines should be stored in a safe place when not in use. Parents are asked to ensure that medicines held on the pupil's behalf are 'in date'.

If medicines become out of date, parents should arrange for replacements.

Asthma Inhalers

Asthma can be a life threatening disease and attacks can start very rapidly. It is therefore vital that the asthmatic pupils have instant access to their inhalers. Pupils keep their inhalers in their classrooms in an easily accessible, but safe, place.

Analgesics - (Pain killers)

Staff should only administer analgesics in school where prescribed by a doctor and a written request has been received. This should not be usual practice and should only be in special circumstances.

Children with Special Medical Conditions

Children with specific conditions and treatment are photographed and their details are placed on the staffroom wall and in the school kitchen. All other medical conditions are kept on a list by the class teacher and this information is kept in their register. Epi pens are kept in the office.

Linked Policies:

Medical Conditions in Schools, Asthma, EASEE Plan