

Heathfield Schools' Partnership

First Aid Policy (from Health and Safety Policy)

Rationale

As members of Heathfield Schools' partnership we are committed to ensuring that all children who need first aid feel safe and are cared for in the best way.

Aims

- To ensure that all children who need to receive first aid are cared for safely in school
- To ensure that all members of staff clearly understand the arrangements and shared structure put in place to manage medical needs and first aid at our school

Procedures

- Children who have an accident such as a slip/trip/fall or become unwell are advised to go or when necessary be taken to the Medical Room to be seen by the Welfare Staff

The Medical Room, located in the centre of the school for easy access during curriculum and play times is staffed throughout school hours, including break times.

Minor

All injuries are reported and recorded and dealt with by a nominated trained first aider

Head Injuries

All head injuries are taken seriously. A telephone call informing the parents of any head related incident is made and the injury recorded. The child receives regular checks until they go home and a letter informing the child's parents is sent home with them.

Major Injuries

Whilst the Welfare staff tend to the child the Office staff, who have emergency contact numbers, will contact parents or carers and inform them of the incident. Parents and carers will be informed immediately of any action taken and if necessary an ambulance called. An emergency sheet detailing information about the child, contact numbers and known medical conditions will be handed to the paramedics and a known member of staff will always accompany the injured party to hospital unless a parent/carer is able to attend the school site before the ambulance leaves.

Staff will take into consideration, as far as is reasonable or possible, any known medical wishes for the child. After the child has received treatment at school or taken to hospital, whichever is deemed necessary by the paramedic staff an accident report will be completed on the local authority's system and sent to the Health and Safety Department for the London Borough of Richmond.

Precautions

- Staff are provided with disposable protective gloves so they don't touch any body fluids
- Disinfectant, for materials not body use, is available but locked away in the cleaner's cupboard. The Premises Manager or Premises Assistant is contacted if fluids require cleaning away. The toilets and floor are washed/disinfected daily and additionally as required.
- If it is obvious that some irritations are infectious or possibly infectious and on these occasions the child will be given space and the parent/carer asked to collect the child and take any further action necessary
- If a child has to have medical support in sensitive areas, it is administered with two adults present for the protection of all concerned.

Known Medical Conditions

(Supporting pupils at school with Medical Conditions)

Asthma

A record of pupils who suffer from asthma is kept and is accessible to all members of staff. Children who need regular medication have their asthma pumps kept in the welfare room and can be accessed any time.

Where possible staff work with parents so that children are trained to administer their own medication under supervision.

Other Known Conditions

If a child suffers from any other known condition records are kept in the office and where necessary, appropriate training is arranged for staff members.

Parents are encouraged to contact the school if irritations and conditions are infectious.

The school alerts staff, parents and the school nurse of any notifiable contagious conditions (such as German Measles).

Reviewed – September 2019