

PEEL HALL PRIMARY SCHOOL



First Aid Policy

Date of Issue: January 2022	Date of Last Review: NK
Headteacher Signature: <i>E Ford</i>	Governors Signature:

First Aid Team

Designated First Aiders:

1. Chris Wilson (Deputy Headteacher)
2. Michelle Weedall (EYFS & Y1 Leader)

Trained First Aiders

	Forename	Surname	Area / Role	Training Course	Date Obtained
1	Chris	Wilson	Deputy Headteacher	Designated First Aider KS2 First Aid at Work	18.02.2020
2	Michele	Weedall	EYF	Designated First Aider EYFS & KS1 & Paediatric First Aid	07.11.2021
3	Mo	Adams	Main Office	First Aid at Work	12.03.2019
4	Cheryl	Royle	Main Office	First Aid at Work	06.02.2020
5	Dale	Lowe	P.E. & Forest School	Forest School First Aid	19.05.2021
6	Jackie	Phenix	Learning Mentor & Forest School	Forest School First Aid	19.05.2021
7	Karly	Burgess	EYFR	Paediatric First Aid	12.10.2021
8	Charlotte	Davies	KS2	First Aid at Work	23.04.2021
9	Katheryn	Rouse	Site Manages / Senior Lunchtime Supervisor	First Aid at Work	01.11.2019
10	Howquan	Tsang	EYFR	Paediatric First Aid	30.04.2021
11	Dianne	Whittaker	EYFN	Paediatric First Aid	30.04.2021
12	Nicola	Wormleighton	EYFN	Paediatric First Aid	17.01.2020
13	Jennifer	Berry	EYFN	Paediatric First Aid	06.03.2020
14	Michelle	Mulcahy	KS1	Paediatric First Aid	14.10.2022
15	Kerry	Twigley	KS1	First Aid at Work	14.07.2021
16	Saul	Lomax	KS1	Paediatric First Aid	14.10.2021
17	Kelly	Cundle	EYFR	Paediatric First Aid	08.03.2019
18	Joanne	Baldwin	KS2	Paediatric First Aid	15.10.2019
19	Jack	Richardson	HLTA	First Aid at Work	23.04.2021
20	Carly	Smith	KS1	First Aid at Work	06..09.2021

The above members of Staff **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of staff **MUST BE CONSULTED** to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with epi-pens in school - irrespective of the type of illness or injury sustained. **On NO ACCOUNT must these pupils be left / sent to self-administer their own treatment.** Pupils with specific needs have a healthcare plan to ensure their safety. This should always be consulted. (Information on these pupils is on the staff drive – Staff Resources: **0 2021 2022 SEN folder.**)

Consultation from the designated member of First-Aid staff **NEED NOT BE SOUGHT** in the event of **minor incidents** which may be treated with **PASTORAL CARE**. Examples of these are:

- Minor cuts or grazes
- Pupils who feel - or who are actually – sick

- Minor bumps to the head – i.e. pupils colliding in the playground.
- Minor marks to the body (bruises), skipping rope burns etc.
- Dog-dirt on shoes/soiled clothing/mud on clothes etc.

Classification for incidents such as these is **'PASTORAL CARE'**.

Wall signs inform the school community of the location of First Aid Kits and notices are placed in each classroom describing their location.

First Aid kits are available as follows:

- KS2 Area (Under Y4 Stairs)
- Nursery
- KS1 Area
- Travel kit in the school office
- School Office
- Sports hall

Designated Responsibilities

Administration Team / all First Aiders are responsible for:

- Monitoring First Aid boxes and informing: C Royle or C Wilson if stock is running low
- Ordering supplies: Administration Team
- Monitoring Accident Books: Administration Team, Headteacher, Health & Safety Governor & SLT
- Producing guidelines for staff: Head teacher & SLT

Treatment of Minor Incidents

ASSESS, TREAT AND RECORD:

Assess

Does the incident require treatment? For example, an open wound, head injury or swelling.

Or

Will a little TLC and wet paper towel be sufficient?

Treat

Cuts and grazes; if bleeding the injury will require cleaning. Always use gauze to clean an open wound. Always wear protective gloves.

Then apply a dry sterile dressing if necessary.

Record

All incidents requiring First Aid treatment must be recorded

NB: If in doubt about any type of injury please contact Designated First Aid at Work/Paediatric First Aiders.

The Use of First Aid Supplies

- Supplies of first aid equipment are stored in the stock cupboard in the school office.
- The monitoring of the first aid boxes and stock will occur every half term by the designated First Aiders.
- When treating open wounds, supplies from the first aid boxes must be used.
- With regard to minor bumps and scratches a paper towel or cotton wool can be used as a cold compress if required as long as the bump or scratch does not have an open wound.
- **Ice packs must not be used to treat head or face injuries**

The Safe Treatment of Children

- Children should be removed from the source of the incident. Any equipment involved should also be removed.
- Due to known and unknown allergies, creams and lotions should not be used.

- **ALL** head injuries should be reported to the school office (will contact parents as a matter of priority) and the appropriate class teacher, as symptoms can occur over a period of time following a head injury e.g. nausea, vomiting, drowsiness and blurred vision.

Disposal of waste

- Yellow waste disposal bags are to be provided .
- All used first aid supplies are to be put in these and secured firmly before disposal, **immediately**, in one of the grey sanitary units. (These are located in the disabled toilet and all female toilets. **Waste bags should not be left lying around.**)

Recording of incidents

- All incidents requiring basic first aid treatment must be recorded in the accident books.
- The top copy of the log must be sent home with the child to inform the parent/guardian of the accident.

Reporting of incidents

- Serious injuries may be investigated by the schools H&S Consultant and / or designated governor.

Informing staff

- Class teachers must be informed of any incident once the treatment has taken place and the Accident Book completed.
- Class teachers must inform parents/carers in person or by telephone of the incident immediately after school.

Hygiene

- Correct hygiene is important, not only to the injured party, but also to the person administering the first aid.
- First aid should be given in as clean and safe environment as possible.
- Hands should be washed before and after giving first aid to lower the risk of any cross infection.
- Alcohol hand rub (if required) is kept in the school office
- Always wear the gloves provided to treat any incident involving bleeding (to avoid cross infection). Ask the injured party to cover the injury with clean gauze whilst you put on your gloves.
- Dispose of waste in the yellow bags as described earlier.

Head Injuries

Initial treatment:

- Dry dressing (gauze) to open wounds
- Cold compress (cotton wool/ paper towel and water) applied to any injury not bleeding
- Telephone contact by the office team must be made with all parents as a matter of priority when a head injury occurs.
- NHS Head Injury Guidance should be given to parents on collection of their child (see page 5-6)
- In the event of a major accident, staff will follow the Salford City Councils recording and reporting guidelines.

What to put in a first aid kit (HSE)

- This is a suggested contents list: If you are buying a kit look for British Standard (BS) 8599. By law, your kit doesn't have to meet this standard but you should check it contains what you've identified in your needs assessment.
- The contents of your first aid kit should be based on your first aid needs assessment. As a guide, where work activities are low-risk (for example, desk-based work) a minimum first aid kit might contain:
 - A leaflet with general guidance on first aid (for example, HSE's leaflet [Basic advice on first aid at work](#))
 - Individually wrapped sterile plasters of assorted sizes
 - Sterile eye pads
 - Individually wrapped triangular bandages, preferably sterile
 - Safety pins
 - Large and medium-sized sterile, individually wrapped, unmedicated wound dressings
 - Disposable gloves
 - Scissors

Head Injury and Concussion

Most head injuries are not serious. You do not usually need to go to hospital and should make a full recovery within 2 weeks.

<https://www.nhs.uk/conditions/minor-head-injury/>

Go to A&E after a head injury if you or your child have:

- been knocked out but have now woken up
- been vomiting since the injury
- a headache that does not go away with painkillers
- a change in behaviour, like being more irritable
- problems with memory
- been drinking alcohol or taking drugs just before the injury
- a blood clotting disorder (like haemophilia) or take blood-thinners (like warfarin)
- had brain surgery in the past

You or your child could have [concussion](#).

Symptoms usually start within 24 hours, but sometimes may not appear for up to 3 weeks.

[Find your nearest A&E](#)

Call 999 if someone has hit their head and has:

- been knocked out and has not woken up
- difficulty staying awake or keeping their eyes open
- a fit (seizure)
- problems with their vision
- clear fluid coming from their ears or nose
- bleeding from their ears or bruising behind their ears
- numbness or weakness in part of their body
- problems with walking, balance, understanding, speaking or writing
- hit their head in a serious accident, such as a car crash

Also call 999 if you cannot get someone to A&E safely.

How to Treat a Minor Head Injury

If you do not need to go to hospital, you can usually look after yourself or your child at home. It's normal to have such symptoms such as a slight headache or feeling sick or dazed for up to 2 weeks.

Do

- ✓ hold an ice pack (or a bag of frozen peas in a tea towel) to the injury regularly for short periods in the first few days to bring down any swelling
- ✓ rest and avoid stress – you or your child do not need to stay awake if you're tired
- ✓ take [paracetamol](#) or [ibuprofen](#) to relieve pain or a headache – **do not use aspirin** as it could cause the injury to bleed
- ✓ make sure an adult stays with you or your child for at least the first 24 hours – call 111 for advice if there's nobody who can stay with you

Don't

- ✗ do not go back to work or school until you're feeling better
- ✗ do not drive until you feel you have fully recovered
- ✗ do not play contact sports for at least 3 weeks – children should avoid rough play for a few days
- ✗ do not take drugs or drink alcohol until you're feeling better
- ✗ do not take sleeping pills while you're recovering unless a doctor advises you to

See a GP if:

- your or your child's symptoms last more than 2 weeks
- you're not sure if it's safe for you to drive or return to work, school or sports