

# Higham Ferrers Junior School

*'Be the best you can be'*



## ***FIRST AID POLICY***

**This Policy was agreed by the Full Governing Body in January 2017**

Signed:

(Chair of Governors)



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## 01. STATEMENT OF INTENT

Higham Ferrers Junior School will undertake to ensure compliance with the current relevant legislation with regard to the provision of first aid for all employees and to ensure best practise by extending arrangements as far as is reasonably practicable to children and others who may be affected by our activities.

Responsibility for first aid provision is held by the Headteacher who is responsible manager and who will designate employees to provide cover in respect of first aid sufficient to meet the needs of the school.

There should be a qualified First Aider at work and on the school premises at all times, therefore wherever possible, a minimum of two staff will need to have undergone the necessary training. Cover should be provided at lunch times, on school visits and on outings around the school.

## 02. DUTIES OF THE FIRST AIDER

- A. To take charge of the situation, requesting an ambulance if the incident is sufficiently serious.
- B. To render emergency first aid but only as far as knowledge permits (if trained to do so.)
- C. To ensure that a record is made of each incident by recording information on the 'Accident/Incident notification procedures for school pupils' (a copy of which is attached) or for adults, the 'Accident/Incident notification' (a copy of which is also attached.)
- D. To be responsible for the contents of each first aid box, ensuring they are replenished as required, and checking at the beginning of each term that the contents are not out of date. (**Appendix 4**)

Currently, the staff who have successfully completed a 3 day First Aid at Work course in accordance with the Health and Safety (First Aid) regulations 1981 are:

Miss Gemma Oakenfull

Miss Tammy Hartney

Mrs Sally Price

Mrs Sue Spendlove

Miss Abigail Swan

Mr Matthew Dimes

The staff who have successfully completed the Emergency first aid at work:

Miss Victoria Neagle

Miss Lucy Bradshaw

Mrs Anita Taylor

Other members of staff across the school have attended Essential First Aid training for all ages. Refer to table at back of policy for staff who attended and those who are epi-pen trained.

### 03. APPENDIX 1

#### First Aid Procedures

1. On establishing that first aid treatment is required, the injured party should be safely escorted to a designated area if safe to do so. No person should be moved if a serious injury is suspected where movement could cause further harm.
2. A designated First Aider is to be informed of the incident and asked to attend to assess the injury.
3. Relevant first aid treatment to be administered by the designated First Aider.
4. Ambulance to be called if necessary, followed by immediate notification to the parents/carers of the injured child. In the event that the child's parents/carers cannot be contacted prior to attendance, the qualified First Aider and/or another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.
5. Parents/carers to be informed of more serious injuries **immediately** and a decision over collection or further medical treatment will be made.
6. All serious injuries that result in a child being sent home should be recorded on the accident forms kept in the first aid cabinet.
7. For each head injury a child and they are given a notification slip, "a bumped head letter" which is given to the child. The person dealing with the incident will phone the parent/carer to explain the circumstances.
8. The person who administers first aid is responsible for filling in all relevant forms.
9. A list of nominated First Aiders is kept in the office, Staff room and by all first aid boxes in school. Updates will be issued as and when they become available.

#### First aid provision during breaktimes/lunchtimes.

The provision of First Aid is the responsibility of all Higham Ferrers Junior school staff. However, those members of staff who have attended the formal First Aid course (see front sheet) will deal with incidents involving "bumped heads" and injuries with a lot of blood as well as all major incidents such as broken bones etc.

There are travelling first aid bags (bum bags) which will be taken into the playground at all times. These will be taken outside by the members of staff on playground duty who will deal with minor cuts and grazes outside. The bags contain antiseptic wipes to clean the wound and a bag to dispose of the wipe once used (dispose of in the designated medical waste bin.) Details of the incident, which are to include the date and time, child's name and class and a brief description of the incident and treatment given will be documented on a pupil accident/incident report form (see attached sheet.)

Children with injuries that need to be treated by a First Aider will be sent inside to the designated first aid area. All incidents that are treated are recorded on the pupil accidents/incidents form. If a child has bumped their head they will be given a bumped head letter to take home.

## **04. APPENDIX 2**

### Blood-borne viruses and first aid

Schools were originally advised on HIV/AIDS and First Aid within earlier versions of this guidance but this has now been expanded to encompass all blood-borne viruses (BBV's) and is based on guidance contained in Health and Safety Executive leaflet 'Blood-borne viruses in the workplace - Guidance for employers and employees' (INDG342 - provided as a pdf document on the Health and Safety web pages.)

The following advice is offered to First Aiders and all other persons who may have cause to give first aid treatment where loss of blood and other body fluids is a significant feature. The hygiene guidelines apply irrespective of whether a virus is known to be present or not as they should represent sound first aid procedures.

Hepatitis B,C,D and human immunodeficiency virus (HIV) which causes acquired immune deficiency syndrome (AIDS) are the main BBV's that are of concern in the workplace.

Within the workplace, BBV's are mainly transmitted by direct exposure to blood or other body fluids contaminated with infected blood. Direct exposure can happen through accidental contamination by a sharp instrument such as a needle or broken glass. Infected blood may also spread through contamination of open wounds, skin abrasions, skin damaged due to a condition such as eczema or through splashes to the eyes, nose or mouth.

For First Aiders in the workplace, the risk of being infected with a BBV while carrying out their duties is small. There has been no recorded case of HIV or Hepatitis B virus being passed on during mouth-to-mouth resuscitation and therefore the procedure should not be withheld in a life saving emergency. The use of devices such as face shields when giving mouth-to-mouth resuscitation should only be used if training in their use as been received.

First Aiders are advised to follow the following precautions to reduce the risk of infection:

- Cover any cuts and abrasions on your skin with a waterproof dressing.
- Wear suitable disposable gloves when dealing with blood or any other body fluids.
- Use suitable eye protection and a disposable plastic apron where splashing is possible.
- Use devices such as face shields when giving mouth-to-mouth resuscitation (but only if trained to use them.)
- Hands should be washed before and after administering first aid.
- Contact with patient's blood or other body fluids should be washed off with soap and water and clean cold tap water used for lips, mouth, eyes or broken skin.
- Whilst mopping up blood, body fluids or bloody dressings/equipment, disposable plastic gloves must be worn and paper towels used. These should be disposed of in sealed plastic bags and placed in the medical waste bin/sanitary bin in ladies toilets or preferably incinerated. Clothing may be cleaned in a washing machine using the hot cycle.
- Surfaces and re-usable personal protective equipment (e.g eye protection) should be wiped down/cleaned with a solution of a suitable bleach based disinfectant.

It is not normally necessary for First Aiders in the workplace to be immunised against Hepatitis B virus unless a risk assessment indicates that it is appropriate.

Further information on HIV/AIDS is contained in the 1991 DFE guide for the Education Service supplied to schools at that time and the *Advice on immunisation against BBV's* provided by the Health and Safety web pages.

## **05. APPENDIX 3**

### First Aid Boxes

First aid boxes and travelling first aid kits should contain a sufficient quantity of suitable first aid materials and nothing else.

First aid boxes are situated outside the school hall.

Contents of the boxes and kits should be replenished by the designated first aider for that area as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items should not be used after their expiry date. First Aid equipment should be checked regularly to ensure that there are sufficient quantities and that all items are usable.

First Aid boxes should be suitable containers and clearly identified. (The marking used should be a white cross on a green background.)

First Aid boxes should contain only those items that the First Aiders are trained to use.

Sufficient quantities of each item should always be available in every first aid box or kit. In most cases these will be:-

- A. A GUIDANCE CARD
- B. 20 INDIVIDUALLY WRAPPED STERILE DRESSINGS (Plasters)
- C. 2 STERILE EYE PADS

- D. 4 INDIVIDUALLY WRAPPED TRIANGULAR BANDAGES
- E. 6 SAFETY PINS
- F. 6 INDIVIDUALLY WRAPPED STERILE UNMEDICATED WOUND DRESSINGS - ASSORTED SIZES
- G. MOIST MEDICATED WIPES - INDIVIDUALLY WRAPPED
- H. DISPOSABLE GLOVES
- I. SCISSORS
- J. STERILE WATER IF MAINS NOT AVAILABLE
- K. PLASTIC DISPOSABLE BAGS FOR SOILED DRESSINGS, ETC
- L. FOIL BLANKET
- M. FACE SHIELD WITH VALVE
- N. MICROPOROUS TAPE
- O. CONFORMING BANDAGE - ASSORTED SIZES

## **06. APPENDIX 4**

### AED - Automated External Defibrillator

To be purchased and training completed

## **07. MONITORING AND REVIEW**

The First Aid will be reviewed regularly so that any new initiatives, developments or changes to procedure can be taken into account.

## **08. STAFF TRAINING LIST**

Staff trained in first aid and relevant additional procedures.

### Basic First Aid

All staff present on January 5<sup>th</sup> 2015 for 3 years (05.01.18)

### Epipen

All staff trained September 2016