

Northlands Primary School & Nursery



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First Aid Policy 2022

Ratified at the Full Governing Board Meeting on Wednesday 3rd July 2022

Signed _____ Due for Review:

Northlands Primary School and Nursery

First Aid Policy



First Aiders: There are several members of staff trained for First Aid. A list of current First Aiders is displayed in the office.

First Aid Boxes are: Located in the main office. At lunchtime, there are designated areas for first aid provisions:
Lower school – Chestnut class
Upper School – year 6 set area
Nursery - for nursery pupils
During any other school time, the main office will provide first aid (excluding afterschool clubs)
School trips the trip leader will be provided with a portable first aid bag.

Medical/First Aid Room: The School Office doubles as a medical room.

Accident Report Book: A report log is kept within the designated first aid areas.

Procedures

- Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of in medical waste bag and then into the medical waste bin the ladies staff toilets by the main office.
- Minor incidents and accidents should be dealt with, wounds cleaned etc. and the child returned to the playground or classroom when possible and practical.
- All accidents and incidents should be recorded on the Accident Record log.
- An accident / incident slip should be given to a child who has received first aid. If the child receives a bump to the head, the parent/carer, where possible will be called to inform them.
- An up-to-date list of children with medical conditions, asthma etc. is kept in the School Office. A further copy is kept in the designated first aid areas and each class has a list of children with medical conditions and allergies specific to their class.
- If, following a 999 emergency call having to be made as a result of an injury or illness suffered by a child, the child has to be taken to hospital and no responsible adult can be contacted, then a member of staff will accompany the child to hospital.
- The school will not administer medicines unless it is prescribed by a doctor and the relevant forms have been filled in (see the Administering medicines policy).

- If a child has asthma, the parent/carer will need to complete an asthma plan. This will be kept in the main office; a copy will be sent to the child's class teacher. Class staff will oversee a child taking an asthma pump and this is recorded in the Administration of Asthma pump cards. A record is kept of all asthma medication administered at school.
- If a child has an Epi-pen, an Epi-Pen Pupil Information Sheet must be completed. A copy will be kept in the main office and with the class teacher. An Epi-pen register is displayed in the main office. Northlands Primary school has 2 spare Epi-pens that are kept in the main office in case of emergency.
- In the event of an emergency that requires a defibrillator. The staff undertaking first aid qualifications will be trained in the use of a Defibrillator. Northlands school has a defibrillator that is allocated in the main office. It is currently set on child settings, but can easily be changed in the event an adult requires the defib.

Illness

Children who feel unwell should be sent to the main office (for younger children they should be sent with an accompanying adult explaining the nature of the child's illness). The decision to send an unwell child home will be made by the office staff or Head of School.

Children with Special Medical Conditions/Needs

These children will have protocols drawn up in consultation with the SEN department, Head, Parents and GP, which will be circulated to staff as appropriate. A list of children with special medical conditions is issued to class teachers to be kept in class registers.

Children needing personal changing/intimate care

We follow EYFS statutory guidance on meeting the needs of the individual child. We acknowledge that very young children or those with additional needs may have toileting 'accidents' and, in rare cases, still wear nappies. These children will be assisted in the class toilet area by one member of staff or their designated 1-1. The pupil's dignity will be considered and staff will encourage each child to do as much for themselves as they can. (Please also refer to the 'Intimate Care Policy').

Plans will be made for those children with regular requirements of an intimate nature. e.g. IEPs. Agreements between the school, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

Recording and reporting

All accidents and injuries will be recorded in the Accident Report Logs. If any injury causes concern, the parent will be rung by the office staff. Injuries resulting in an adult or child being sent for medical treatment will be recorded, following the latest Essex LA guidelines. Serious injuries will be reported to the HSE using the RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences) forms available in the office. Accident records must be kept for a minimum of three years.