



## First Aid Policy

The health and safety of all children at Naphill and Walters Ash School is of the highest importance to all staff. This document explains the practices in place to address the health needs of the children, which may be because of accidents or medical conditions. The Bucks CC guidance on Managing Medicines is on the school intranet for all staff to access and a copy is kept in the staffroom Health and Safety file.

The school has a number of qualified first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required. First aid training is carried out in line with current Health and Safety recommendations. This is every 3 years to re qualify as a first aider and annually in emergency first aid. A number of staff also have Emergency First Aid training, Forest School staff have specific Outdoor First Aid training too. All staff regularly have training on the use of Epipens and dealing with asthma.

All members of staff will administer to small cuts and bruises that are the normal occurrence in a school day. First Aid equipment is kept in the first aid cupboard in the M.I. room and extra resources are in the cupboard in the school office. Cuts are cleaned using, where appropriate running water and/ or alcohol wipes and if needed, plasters are available. Gloves are worn by staff when dealing with blood and these are located next to the plasters and wipes. Ice packs are kept in the fridge in the MI Room area and can be used to reduce the swelling for bumps and suspected strains and sprains- a cold compress will be used for head injuries. If ice packs are used then these are first wrapped in a paper towel to prevent contact with the skin.

### Dealing with bodily fluids – blood etc

#### Aims:

- To administer first aid, cleaning, etc, for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc

#### Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:

- Isolate the area.
- Always use disposable gloves and apron (located in the First Aid Box) NEVER touch body fluids with your bare hands
- Clean the spillage area
- Double bag all materials used and dispose of in outside dustbin.
- Blood loss – if possible, give individual cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

### Off-Site Visits

It is the responsibility of the teacher in charge to take a suitable number of first aid boxes with them on the visit. All teachers taking children out of school for a trip or residential visit are equipped with a first aid pack and will carry any medication needed for individual children.

## **Record Keeping**

A record should be kept of any first aid treatment given, by the person giving the treatment. The record should include:

- Name and job of the person treated.
- Date, time and place of incident.
- Nature of injury or illnesses and first aid given/action taken.
- What happened to the person immediately afterwards (went home, went to hospital, went back to work)
- Name and signature of person dealing with the incident.
- 'Bumped heads', which are any injury from the neck up, will be recorded in the appropriate book and forms completed. A copy will be sent home to parents. If the adult dealing with the situation is unsure about contacting the parents a second opinion will be sought. Parents will be called and given the details of how the injury occurred, what it looks like and how their child is feeling. In most cases, the call will be for information only, for some it will be to see if parents want to come and check their child and in the most serious cases the school will ask parents to take their child and seek a professional medical opinion.
- If any other injury is thought to have resulted in a break, fracture or is judged serious parents will be called so that their child can go to see a medical professional.
- For any serious incident where the child is taken for medical treatment following an injury at school, the adult who dealt with the child will complete the online recording form.

## **Equipment**

Regular checks on all First Aid equipment will be conducted to ensure it is in date and kept properly.