

# Ballymena Primary School



## First Aid Policy

November 2023

## **Purpose**

- To preserve life.
- To limit worsening of the condition.
- To promote recovery.
- To provide First aid when required from trained staff.
- To promote health and safety awareness in children and adults, in order to limit first aid being necessary.
- To encourage every child and adult to begin to take responsibility for their health needs.

## **Medical Information**

- Medical information about children in Ballymena Primary School is gathered through the data collection sheets, which are issued before each child starts school. As well as this, information is provided by the parent or carer throughout each child's Primary years as medical conditions become apparent. (P1 - P7)
- All-important medical information is provided for the class teachers and kept in the pupil's file in the office. Records about those children with particular medical conditions are kept in school and each teacher has a copy of this in their classroom.
- Details of all children requiring a care plan (e.g., for anaphylaxis) are communicated to staff and displayed where appropriate.
- All Medical forms for children requiring medication throughout the school day are filed in the office.

## **Children with Care Plans**

These plans will be drawn up in consultation with parents and relevant Health Professionals. They will include the following:-

- Details of the child's condition.
- Special requirements i.e., dietary needs, pre-activity precautions.
- Any side effects of the medicines?
- What constitutes an emergency?
- What action to take in an emergency.

- Who to contact in an emergency.
- The role staff can play.

Care plans for children are stored in the medical cupboard in the staff room and are accessible to all staff when required. Staff are encouraged to become familiar with these plans if they have a child with a care plan in their class. Care plans are updated on an annual basis upon consultation with Health Professionals.

## **First Aid Provision**

- The Manual for School Principals and Governors guides First Aid Provision
- The Head Teacher is responsible for ensuring there is an adequate number of qualified First Aiders.
- The First Aiders in conjunction with staff will ensure the maintenance of the contents of the first aid boxes and other supplies.
- Portable First Aid kits are taken on educational visits and are available from Mr Bridges.
- All staff will be trained in any aspects of First Aid deemed necessary e.g., asthma, epilepsy, the use of an adrenaline auto-injector.
- All staff will ensure that they have read the School's First Aid Policy.

## **First Aid Boxes**

- First Aid Boxes are located at various key locations throughout the school. These are clearly marked with a green First Aid poster.
- Names of First Aiders are displayed throughout the School.
- No medicine/tablets are to be kept in the first aid boxes.
- It is the responsibility of staff to replace any items used from the first aid box as soon as possible.

## Procedures

### In school:

- In the event of a serious injury or medical emergency, if possible contact the appointed First Aider(s) or another Teacher.
- Any pupil complaining of illness or who has been injured is sent to the members of teaching staff who are qualified First Aider(s) to inspect and, where appropriate, treat. If necessary, parents should be contacted as soon as possible so that the child can be collected and taken home/for further medical treatment.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer First aid without a witness (preferably another member of staff or pupil).
- No member of staff or Assistant should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by all members of staff.

Minor accidents (cuts, bumps, bruises) are a frequent occurrence and will be treated as follows:-

- A Cold Pack will be applied to bruises and bumps (but not to any head injuries).
- Cuts will be cleaned with non-alcoholic wipes/running water. Plasters will be applied if unavoidable.
- Ice packs will be applied to insect stings.
- Duplicate teacher and parent First Aid forms must be completed and the class teacher should be informed.
- No creams or lotions will be applied to any injury.

For their own protection and the protection of the patient, staff who administer first aid should take the following precautions.

- Hands should be washed before and after administering first aid. Disposable gloves should **always** be worn.
- All serious accidents/incidents should be reported to the Principal or First Aider who should call an ambulance (if necessary) and the child's parents ASAP (numbers located in the office)
- In the event of a serious incident when an ambulance is called, 2 members of staff should accompany the pupil to hospital (one in ambulance and the other in a car).
- Parents are asked to go immediately to the hospital.
- On occasions (e.g., Sport) it may be necessary to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company. It is advisable that two members of staff accompany the child in the teacher's car.
- If staff are concerned about the welfare of a pupil they should contact the Principal or First aider immediately. If an injury has been sustained, the pupil should not be moved.

#### **Out of School:**

- Whenever possible take a MOBILE TELEPHONE on trips out of school.
- All medication stored in school should be brought on all school trips.
- Teachers must take a first aid kit.
- During Educational Visits the Principal has responsibility for ensuring staff have adhered to the school's Educational Visits Procedures.
- A Risk Assessment will need to be carried out as part of an educational trip by the year group teachers involved.

#### **Head Injuries**

- All head injuries have the potential to be life threatening and qualified medical assistance should be sought in all instances where a **major** head

injury is suspected. Types of major head injuries include concussion, cerebral compression and skull fracture.

Treatment of a major head injury:

- Control any bleeding.
- Contact the emergency services/parents.
- Place the casualty in a comfortable position preferably on a flat surface with the head and shoulders raised.
- Monitor the casualty and be prepared to carry out basic life support.

Treatment of a minor head injury:

- Bring the casualty to a first aider.
- Complete a head injury form to be taken home with the child.
- Contact the parents and inform them of the incident.
- If the child remains in school continue to monitor the child throughout the day, checking for signs of concussion. These include but are not limited to dizziness, vision impairment, prolonged headaches, nausea and vomiting.

### **Treatment of Bleeding**

The following instructions should be taken when dealing a pupil who is bleeding:

- Wear disposable gloves
- Sit or lay casualty down on a firm stable base.
- Examine the wound.
- Do not attempt to remove any embedded foreign objects.
- Apply direct pressure onto the wound to try and stem the bleeding.
- Dress the wound with a sterile dressing.
- If blood seeps from the first dressing, then apply a second dressing directly over the top of the first one.
- If blood seeps through the second dressing, then remove both dressings and start again.
- Support the wounded part and be prepared to treat the casualty for shock.
- Do not allow the casualty to smoke or to consume any food or drink.
- Call for parents/ambulance and monitor the casualty.

**Action at an Emergency** (To be undertaken by trained First Aider)

- Assess the situation: Are there **dangers** to the First Aider or the casualty? **GET HELP!** Make the area safe, look at injury: Is there likely to be a neck injury?

- Assess the casualty for **responsiveness**: Does the casualty respond. IF THERE IS NO RESPONSE:
- Open **airway** by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
- Check for **breathing**. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least.
- Assess for signs of circulation. Look for breathing, coughing or movement. Continue rescue breathing and check signs for circulation every minute. If breathing is absent the First Aider should begin Cardio Pulmonary Resuscitation (CPR) at a rate of 30:2.
- Continue with CPR until the ambulance arrives.

### **Incident Reporting**

- If a child has an injury and requires First Aid a parent and teacher accident form should be completed by the teacher/supervisor. This should be retained by the class teacher for the school year and a copy sent home with the pupil.
- Staff members should be encouraged to clean minor scratches and grazes avoiding the need for children to be seen by a first aider. For more serious incidents the member of staff dealing with the injury must hand over the child to a trained first aider.
- When an accident/injury results in the injured party being required to go home early, stay off school, attend out patients, be detained in hospital or otherwise require medical help the **Accident Report Form (AR1)** should **also** be completed, signed by Principal and forwarded to EA. A copy is retained in school.
- **Parents are contacted by telephone of all head injuries where injury is evident or concussion is suspected. All bumps/grazes to the head are communicated to parents by written report.**

- Parents are contacted by phone if there any concerns about a child's injury.
- If members of staff sustain an injury at work, this should be reported to the Principal/Vice Principal and details recorded in the Accident Record.
- An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

### **Asthma, Diabetes and Adrenaline Auto-injectors**

- Parents of asthmatic children are asked to ensure that their child is equipped with a labelled inhaler. This should be given to the teacher and stored in school.
- Parents of children with diabetes must supply the sugar drink or equivalent and each child should bring this during P.E. lessons, outdoor events and educational visits. In the case of Foundation Stage, teachers will assist.
- Parents are asked to provide the school with two adrenaline auto-injectors for the classroom in an emergency. Adrenaline auto-injectors are stored in the child's medical container in the medical cupboard in the staff room with the care plan.
- It is the responsibility of parents/carers to ensure the adrenaline auto-injectors are in date and in school. An AM2 form should be completed annually and a copy is retained in school.
- Any sharp items used (e.g., needles for diabetic injections) shall be placed in a sealed sharps box located in the staff room.
- Any class in which there is a child/children with severe allergies, a note will be sent to all class parents requesting them not to send in food / items containing the said allergen/s.

### **Administration of Medicines**

- Before any necessary medications are administered, written permission from parents must be given.



- Parents are encouraged to administer other medications (i.e., antibiotic) outside school hours. If this can't be avoided the school will administer the appropriate medication providing a Medication Form is completed. Medication Forms can be downloaded from the school website or obtained from the school office. Medications will be stored in the office or in the medicine cupboard in the staff room.

### **Body Spillages**

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in all First Aid boxes.
- The Building Supervisor or Domestic Assistant will clean such spillages.
- All body fluid spillages (Vomit, diarrhoea and Blood) must be cleaned immediately. This is vital if the spread of infection is to be reduced. Gloves **must** be worn when contact with blood or body fluid is likely.
- Spillages should be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal.

### **Head Lice**

- If there is an outbreak of Head lice parents are encouraged through a letter to be vigilant in checking their own children for head lice and treating appropriately.
- If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to carry out appropriate treatment.

### **Basic Guidance**

- If in doubt then check with the trained First aider.
- Minor injuries to be treated by the Class teacher/Supervising Staff. (Cuts, scratches etc)
- All other injuries to be treated/overseen by a qualified First aider.
- All head injuries where concussion is suspected to be reported to the Principal or First aider ASAP and parent/guardian contacted.

- Parent/guardian to be informed of all **major** injuries.
- School kitchen to be informed of all allergies. Appropriate paperwork should be completed and returned by the parent/carer.
- Appropriate accident/injury forms must be completed.

### **Qualified First Aid Staff**

The following staff have been trained in Emergency First Aid at Work:

Mr Bridges

Mrs Moffatt

Mrs Gaston

Mrs Taggart

Miss Fleck

Miss Cail

Mr Quigley

### **Links to Other Policies**

Health and Safety Policy, Medication Policy, Intimate Care Policy, Pastoral Care Policy, Child Protection Policy, Critical Incident Policy