



EASTWARD HOUSE SCHOOL

First Aid Policy

Ratification

Role	Name	Date
Proprietor	Harriet Harrison	10th January 2024
Business Manager	Peter Davies	10th January 2024
Review Date:	10/01/25	

First Aid Policy

There is at least one qualified First Aider who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill during every school day. On a normal school day there will be at least two members of staff who hold an appropriate First Aid Certificate.

There are first aid boxes located across the school site and additional kits are kept in all school owned transport and in the kitchen. We take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events.

Staff and pupils are all aware of the school's first aiders. There are clear first aid notices around the school. Interim – staff and pupils will be made aware of our first aid box and who is the designated first aider within our group.

The school always contacts parents if a pupil suffers anything more than a minor injury, or if he/she becomes unwell, or if they have any worries or concerns about his/her health.

Eastward House School acknowledges its responsibility to report various incidents to the relevant authorities (RIDDOR the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.)

The purpose of the policy is:

- To provide effective, safe First Aid cover for pupils, staff and visitors.
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health & Safety issues within school
- To prevent where possible potential dangers or accidents on school trips

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid certificate.

First aiders will:

- Ensure that their qualifications are always up to date.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits (where applicable) are adequately stocked and always to hand.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
 - Call an ambulance if required.
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.
 - The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent. Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.

- Keep a record of each student attended to, the nature of the injury and any treatment given, in the accident and incident book located in the first aid cabinet.
- Ensure that everything is cleared away, using gloves and disposed of appropriately. Any spillages of bloodstains or bodily fluids must be washed away thoroughly using disinfectant. No contaminated or used items should be left lying around.
- Any vomit or blood is double bagged in yellow clinical waste bags found in the first aid room.

The Proprietor will;

- Ensure that there is always a qualified first aid person available on each school day.
- Report all staff accidents at work that fall under RIDDOR.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that relevant insurances are in place.
- At the start of each academic year, provide staff with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical information for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

Staff will;

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student must be referred to a First Aider for examination.
- Familiarise themselves with the first aid procedures in operation and how to contact emergency help. They will also ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students as outlined by the Proprietor
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Reassure, but never treat, a casualty unless staff are in possession of a valid First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Ensure that they have all current medical information for every student that they take out on a residential school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- Report all accidents to themselves at work

The following ailments / injuries are treated as set out below:-

- Minor grazes and cuts are cleaned with water / wipes and where deemed appropriate covered with a plaster. All staff are aware of the need for good hygiene practices when dealing with spillage of bodily fluids. Details of pupil, date, time, injury, treatment and signature of the attending member of staff are recorded in the Accident File which is kept in the locked filing cabinet
- Bumps to the head are initially looked at by the First Aiders. Where bumps to the head occur parents should be informed. A record should be kept of the incident.

- Where a child presents themselves as unwell an initial assessment of their condition is made & they may then be monitored in the lead teacher's office for a period of time. If deemed necessary the parent(s) are contacted to collect the pupil and take them home.
- Where a pupil is physically sick, the parent(s) are contacted as a matter of course and asked to collect their child.
- Headaches can be treated by the administering of Paracetamol medicine (only if parental consent has been obtained). This is carried out in the office by a member of staff.

Staff will;

- In the case where a pupil is prescribed four doses per day of medicine, a written request must be given to the school, stating dosage and time required. All medicine handed over to the school must be in its original packaging, labelled with the pupils name and signed in and out of the locked medicine cabinet. A log of when medication is administered and by who will be kept by the school.
- Pupils who have an inhaler should keep this on their person. A spare emergency inhaler should be handed in to the lead teacher. These will be kept in a locked medical cupboard in the kitchen. For P.E and Games the inhaler should be kept by the teacher(s) and kept in the immediate vicinity of where the P.E or Games lesson/ and or inter school fixtures are taking place. Care plans should be in place.
- Watch a video of using an Epi-Pen safely as part of the pre-employment training checklist. All pupils who have an EpiPen must keep this on their person, and this must be taken on any off site visits.

Management of Diarrhoea and Sickness

Staff will:

- Recognize symptoms of diarrhoea and sickness, including but not limited to nausea, vomiting, abdominal pain, and frequent bowel movements.
- Immediately isolate any student or staff member displaying symptoms of diarrhoea or sickness to prevent the spread of illness.
- If a student complains of or exhibits symptoms of diarrhoea or sickness, the following steps should be taken:
 - Escort the student to the designated first aid room.
 - Notify the a first aid trained member of staff.
 - Contact the student's parent or guardian promptly to inform them of the situation and request their prompt pickup.

Staff Presentation of Symptoms:

If a staff member reports symptoms of diarrhoea or sickness, they should:

- Inform the business manager or the designated person in charge.
- Follow the established sick leave policy for employees.

Hygiene Measures:

Personal Protective Equipment (PPE):

- Direct staff assisting the affected individual to wear appropriate PPE, such as disposable gloves and masks, to minimise the risk of infection.

Sanitisation:

- Thoroughly clean and disinfect any surfaces, materials, or areas that the affected individual may have come into contact with, following established cleaning protocols.

Return to School:

- Students who have been isolated due to illness should only return to school after being symptom-free for a 48 hour period.

First Aid policy

Review date January 2025

