

HOLY FAMILY CATHOLIC PRIMARY SCHOOL
POLICY FOR FIRST AID AND MEDICAL TREATMENT

September 2016

MISSION STATEMENT

“We are the Holy Family: we are united in God’s love. Following in his footsteps we aim to create a safe and happy learning environment wherein each child is encouraged and supported to reach their full potential.”

Under the Health and Safety (First Aid) Regulations there is a general duty for employers to make adequate provision for their employees (staff and children) should they be injured or become ill at work (school).

This policy indicates the organisation, arrangements and procedures for First Aid within our school with which all staff are required to be familiar. This applies to both children and all Staff working within the school.

We aim to ensure that basic First Aid Training is kept up to date and made available to all members of Staff.

Medical/First Aid Room

The School’s outer office is equipped as a medical room in line with the Education Department’s Code of Practice on First Aid, dated September 1991.

Recording

Accident Book to be kept in the school office and is completed by Administration, Midday Staff / LSA or member of the teaching staff.

Accident Forms are kept in school office to record serious and notifiable injuries; completed by a member of office staff or teachers and is overseen by a member of the senior leadership team.

Office staff deal with all injuries during morning breaks and during lesson times. During the midday break, minor injuries are dealt with by Midday Assistants and more serious incidents are dealt with by the Senior Midday Supervisor and/or qualified teaching staff members.

Minor injuries and bumped heads, together with any treatment are recorded in the Pupil Accident Record Book kept in the school office. Text messages are sent to all parents where injuries may cause further concern (Appendix 1). Office staff will telephone parents of all children who received a head injury, trying all known numbers in order to inform them of the incident. Where the parents cannot be spoken to, messages will be left on each phone number. Where practical, teaching staff will attempt to speak to the parent / carer at the end of the school day. Accident forms are completed for serious and notifiable injuries or near misses affecting children or adults. The Headteacher also keeps notes on any incidents/investigations they are involved in.

Parents should be notified as soon as possible if their child is unwell or has more serious injuries. If parents or the emergency contact cannot be notified, then children are kept in the office/medical room and made as comfortable as possible. The class teacher should be informed if a child is to be sent home through injury or sickness and the Headteacher / Deputy Headteacher will be informed where necessary.

Any child taken off school premises for pre-arranged medical treatment or through illness must be signed out at the school office and signed in on their return (if applicable).

All injuries must be reported to the school office and more serious injuries to the Headteacher. Parents will be telephoned or a note sent home with the child to inform parent/guardian.

Any spilt body fluids, e.g. blood, vomit, are cleaned up with disinfectant and all materials should be disposed of in the special plastic bags. The special bags will then be put in the yellow “medical waste” bin in the medical room.

The nearest hospitals to the school are:

Basildon Hospital	Southend Hospital
Nethermayne	Prittlewell Chase
Basildon	Southend-on-Sea
01268 533911	01702 435555

First Aid Arrangements in an Emergency

Class Time Arrangements

1. Each class has a red 'HELP' card which is sent to the office in cases of emergency.
2. The office send for the designated First Aider.
3. Teacher to assess the situation and deal with child's immediate needs.
4. Make area safe.
5. Assess all casualties and give emergency aid. Consult St. John's Ambulance First Aid Guide,
6. Teacher to note witnesses and inform senior staff member.
7. Office or Senior Staff to contact Parent or Guardian.
8. Senior members of staff to take statements from witnesses.
9. Fill in the Accident Book.
10. Office staff to fill in Official Accident Form.
11. Office staff to file copy of accident report in the office file and file the relevant copy in the child's (records) folder in event of child being taken to hospital.
12. Head, Deputy Head or delegated Senior member of staff to make telephone contact on the evening of the accident.
13. Class to send home Get Well cards where applicable.

Lunch Time Arrangements

1. Send for Senior Midday Supervisor
2. Follow above action.

Serious Injury

1. Deal with child's immediate needs (Medical, emotional). Notify Senior Member of Staff.
2. Office staff or senior staff to contact Parent or Guardian
3. Enter incident in Accident Book.
4. Witnesses to be noted.
5. Senior member of staff to take statements from witnesses.
6. Office staff to fill in official accident form.
7. Office staff to fill in parent accident contact form and send home.
8. Office staff to file all relevant copies in child's folder.
 1. Official Accident Form
 2. Witness' Statements
 3. Any other relevant material
 4. File other copies in school accident folder kept in the Caretakers Room.
9. Head, Deputy Head or delegated senior member of staff to make telephone contact during the evening following the accident.
10. Class to send home get well cards where applicable.

School Visits

A travelling first aid kit is available for use on school visits and is stored in the medical room.

Medicines in School

Medicines should not be brought into school unless it is unavoidable and the school will only administer medicines prescribed by a doctor.

1. Medicines should not be brought into schools if at all possible. If the medicine has to be taken during school hours i.e. prescribed 4 doses a day the following applies:-
 - (i) The Parent/Guardian should ask the dispensing pharmacist for a second labelled empty container for school use only.
 - (ii) The Parent/Guardian should give the medicine to the office on arrival at school with written instructions / or completed authorisation form and collect at the end of the day.
 - (iii) The minimum amount of medicine should be brought into school.
 - (iv) Medicines must not be given to the child to take to school.
2. The Head Teacher should designate appropriate persons to be in charge of medicines i.e. all office staff.
3. The medicines should be stored in a safe place out of reach of children.
4. A record should be kept of the medicines brought into school, and the administration of all medicines, stating the date, time, child's name, name of medicine, dose and the initials of the person giving or supervising the dose.
5. If possible the medicine should be in a container for school use only, clearly labelled with additional instructions, if necessary.
6. If a problem arises, contact the Parent/Guardian for advice, or the dispensing Pharmacist (name and telephone number on container).

Aids/HIV and First Aid

Practical Advice – Avoiding Infection

1. Always treat blood with respect. Remember it may possibly contain other harmful organisms.
2. Your intact skin is a barrier against infection. Wash splashes of blood off with hot water and soap.
3. If you are cut, or are treating a cut, as a result of an incident allow the wound to bleed for a little while before cleaning and applying a dressing.
4. Always wear gloves when cleaning up spills of any body fluids. You should remember that Gloves and aprons are no reason to relax good hygiene practice.
5. Good hygiene practice will protect you against more than just HIV. Treat everyone as a Potential source of infection and always wash your hands after contact with any body fluid.
6. Remember to report any incidents of possible contamination and seek appropriate medical advice.

Where an individual care plan exists this will be followed. Currently, the school nursing team DO NOT write care plans for individual pupils. The school therefore relies on the integrity of information provided by parents to inform the contents of care plans. Care plans can only be completed with involvement from parents and any relevant/appropriate medical guidance.

First Aid Training

There will be an on-going programme of First aid Training for all staff including Mid-day Assistants.

This policy was issued on 14th September 2016 after discussion and consultation with the staff. It was ratified at a meeting of the School Governors on
and will be reviewed by 14th September 2017