

# **First Aid Policy**

**Reviewed on: September 2020**

**Next Review: July 2021**

**St George's CEP School  
Wrotham  
Kent**



Ratified by the Full Governing Body November 2020.

## Aim

The aim of this policy is to highlight the names of the persons who hold the “First Aid at Work”, “Schools First Aid” and “Paediatric First Aid” certificates at St George’s and to ensure that all pupils, staff and visitors receive prompt first aid if it is required.

Hygiene and Safety procedures will be followed. For example:

- Wear disposable gloves when dealing with all open wounds.
- When dealing with any bodily fluid ensure that the area is thoroughly cleaned and the contaminated articles are disposed of safely.

Below is a list of current First Aiders as of September 2019.

NAME	COURSE	DATE PASSED	EXPIRY
Donna Emirali OFFICE	Schools First Aid First Responder	02/09/19	02/09/22
Laura Stevenson SYCAMORE	Schools First Aid	02/09/19	02/09/22
Debbie Lloyd CEDAR	Schools First Aid	02/09/19	02/09/22
Nikki Scriven OFFICE	School First Aid Diabetes - Insulin	02/09/19	02/09/22
Pete Manktelow OFFICE	First Aid at Work First Responder	02/09/19	02/09/22
Lisa West OAK	Paediatric First Aid	02/09/19	02/09/22
Jo Chin OFFICE	Schools First Aid	02/09/19	02/09/22
Louise Gilbody BEECH	School First Aid	02/09/19	02/09/22
Katey Anderson OAK	Paediatric First Aid	Booked 08/10/20	
Sonya Stark MAPLE	First Aid at Work First Responder Diabetes – Insulin/Pump	26/6/18	26/06/21
Natasha Brownfield HAZEL	Schools First Aid	12/4/18	11/4/21
Jessica Markey KSI	Diabetes – Insulin/Pump	Term 5 2019	Term 5 2022
Leila Demirelli Beech	Diabetes - Pump	Term 5 2019	Term 5 2022

## Introduction

Information has been received from the Department of Education April 2014 regarding supporting pupils at school with medical conditions.

## Responsibilities

There is no statutory responsibility requiring school staff to administer medication. However, if Parents have completed the medication form, available from the school office, then staff will administer drugs if happy to do so. These forms have been updated to allow for Covid-19.

### **School Medication Policy**

When the medical forms have been completed they are kept, in alphabetical order, in the school office.

Parents are asked to update the forms as and when it is necessary.

Out of date medical forms are kept at St George's in case they are needed for future reference to a particular medication.

When children require antibiotics **three times per day** we recommend that it be administered before school, after school and before bedtime. Therefore, the medication is not necessarily administered at school. However if necessary a member of staff will administer the drug if they are happy to do so.

All medication that is brought into school must be in the original container with the Pharmacist's printed label.

### **Asthma**

All pupils' Asthma inhalers are kept in the school office in a blue PE bag clearly marked with the appropriate class name. Medication eg Calpol, Piriton, bonjela are kept in a blue box labelled "Pupil Medication" in the school office. This is for safety as young children very often "loose" things. All the children who have Asthma medication know how to access their pumps as does the staff. Due to Covid-19, we will not be administering Calpol as this may mask the symptoms of Covid-19.

### **First Aid Boxes**

Each classroom, the school reception and the staff room has a green First Aid Box containing:

- 1 Vent Aid
- Microporous Tape
- Various Non-adherent absorbent dressings in different sizes
- Composite bandage
- Triangular bandage
- 1 Eye Pad
- Disposable plastic gloves
- Antiseptic Alcohol Free Wipes
- Various sizes of non-allergenic plasters
- Safety pins
- Scissors
- Thermometer

The boxes will be found with the green "First Aid" notice.

First aiders are responsible for restocking their first aid box.

### **School trip ruck sack**

The hi-viz ruck sacks are located next to the medicines cupboard opposite the Bursar's office labelled KS1 and KS2.

The bags should contain the same as the first aid box list above but with the addition of:

- Foil blanket
- Yellow plastic bags

- Sick bags
- Paper towels
- Anti-bacterial alcohol free hand gel

Items used should be replaced when used.

## **Procedures**

### **1) Pupils**

#### *Playground Incidents:*

- Each Mid-Day Meals Supervisor has a first aid bag with them during the lunch break.
- If a pupil has a minor injury whilst on the playground during the lunchtime break the Mid-day Meals Supervisor will deal with it.
- If the injury is considered serious for example a possible fracture or a head injury the child should be sent to the office for further assessment. Children with a head injury will be issued with a “bumped head sticker”.
- In the event that the child is immobile due to the injury, the school office should be notified.
- If the injury is thought to be serious appropriate action will be taken by the 1<sup>st</sup> Aider to call the parent and/or an ambulance for further evaluation.

#### *During the school day:*

- All accidents will be dealt with accordingly by trained 1<sup>st</sup> Aiders.
- Children can be sent to the school office:
  - if they have vomited
  - received a head injury
  - other injury that requires a cold compress
  - severe nose bleed
  - any other ‘serious’ injury
- Children with a head injury will be issued with a “bumped head sticker” from the school office.
- The first aider should complete an accident report slip and issue to the child.
- The first aider will ensure that equipment used in the event of vomit or nose bleed will be cleaned and returned where found.
- Yellow bags for the disposal of items containing blood/sick should be left outside of the main entrance door.
- There is a ‘labelled’ clear box with all equipment required if a child has vomited in the disabled toilet.
- Head injuries are reported to parents at the end of the school day by the class teacher.
- In Reception there is a class folder holding data information and a consent form for the administration of emergency anaesthetic for each child. This will go with the child to either the Doctor’s Surgery or the Minor Injuries Unit.

### **2) Adults**

If a member of staff or visitor has an accident or requires medical attention a 1<sup>st</sup> Aider will be available.

All members of staff should complete a school medical form if they require regular medication, i.e. Asthma, antibiotics etc.

**Off site Educational Visits**

Each class will take the data information sheets, Parent's permission Emergency Medical Treatment and Anaesthetic Form, a first aid Hi-Viz bag (located in the school office) and the necessary school medication forms and medication held in the school office.

**Addendum for Covid-19**

In response to Covid-19, each classroom has a designated PPE Box, as well as additional learning spaces in school; Mulberry Room, SENCo Office, Hall and Medical Room.

Each classroom has a standalone sanitising station and additional ones in the Hall and Staff Room.

Response to child in school with symptoms refer to 'September 2020 Opening Document'.

Written by Mrs D Emirali