

FIRST AID POLICY



Owned and Written by	Jessie Bennett	Date Autumn 2020
Approved by	Governors	Date 23/11/2020
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This policy has been updated to reflect the General Data Protection Regulation (GDPR) and Data Protection Act 2018, and it supersedes the HM Government Information Sharing Guidance for Practitioners and Managers published in March 2015.

<https://ico.org.uk/global/data-protection-and-coronavirus-information-hub/>

BUSHMEAD PRIMARY SCHOOL

HEALTH AND SAFETY FIRST AID POLICY

5.1 AIMS

- 5.1.1 To ensure the safety of children and adults within the school building and environment.
- 5.1.2 To ensure a complete record of all reported incidents is maintained, both major and minor.
- 5.1.3 To ensure that relevant personnel are suitably trained in procedures.

5.2 PRACTICE

- 5.2.1 Minor injuries are dealt with by a First Aider whose name appears on the list at Appendix A. All First Aiders must hold a current first aid certificate. At least one First Aider must be on duty at any time during the school day.
- 5.2.2 Any injury other than minor grazes, cuts etc. will be recorded in the Accident Book which is available in the Medical Room. All children reporting an accident or illness will receive a letter to inform their parents.
- 5.2.3 Open wounds are cleaned using non-alcohol based antiseptic wipes. Open wounds are covered by a dressing.
- 5.2.4 Any injury which is of a more serious nature will be reported to the parent if obtainable or the next available contact. For injuries which require professional medical treatment, and in the absence of a contact person, the Headteacher will make arrangements to transport the child to the hospital or dentist.
- 5.2.5 Foreign bodies in the eyes are treated by irrigation. If this does not work, a parent is contacted to take the child to their doctor's surgery. More serious injuries to the eye would be bandaged first.
- 5.2.6 Serious injuries resulting in hospital treatment are reported on the Health & Safety Assessnet Website which is linked to the Borough Council.
- 5.2.7 An equipped medical cupboard is kept in the Medical Room, and also two 'mobile' first aid bags for outside visits and sporting events. These are replenished as required by the First Aiders. Whilst we say the 2 bags are to be replenished as required by First Aiders, who checks if there is sufficient first aid equipment in them? Is this done before they are taken/ when they are returned? If they are taken to sporting events and items used, how is it known to replenish the items?
- 5.2.8 Bodily fluids (i.e. urine, blood etc.) are cleaned up by the First Aiders / Site Team. Thick rubber gloves and absorbent granules are provided for this. Children are cleaned up, with as little distress to them as possible. Parents would be contacted if necessary. Children who have vomited or have diarrhoea are asked to be collected. A letter is given to the parents asking that the child not be returned to school for 48 hours following the incident.
- 5.2.9 If First Aid staff agree, they will be responsible for administering prescribed medicines. These medicines must be prescribed four times a day or long term dosage and contained in the original container. An indemnity form must be signed by the parent or responsible adult.