



Silverhill Primary School

Policy for First Aid

Issue date

May 2016

Review date

May 2018

In the event of a child suffering a minor injury during lesson time a TA will be called to attend through the HELP card system and basic medical attention will be given by a member of staff with designated First Aid responsibility.

Injuries occurring during the midday break will be dealt with by the duty midday supervisor, recording details of injuries and treatment and reporting to the appropriate class teacher.

In the event of an injury which involves a sensitive area of the child's body, two adults must be present at the time of any examination.

Accident and Incident Reporting Procedures

If, following basic first aid, there is continued concern about the child's welfare, efforts should be made to contact a parent. In the event of serious injury, an ambulance will be summoned first, and parents contacted as soon as possible subsequently. If a child's parent is not present to travel to hospital with the child in the ambulance, a member of staff will do so.

All accidents, incidents and first aid treatments must be recorded in an on-site book kept for this purpose. Any accidents of a serious or "reportable" nature must be reported as outlined in the Derby City Council Reporting Procedures. These procedures are in line with RIDDOR Regulations 1985.

A system to inform all staff of any accidents happening on the premises is in place. This is to enable lessons to be learnt from mistakes to avoid any future recurrence of the accident.

In the event of a child sustaining a bumped head/eye injury, the appropriate form should be completed giving as much detail as possible and sent home with the child at the end of the day.

In incidents where bodily fluids are involved (e.g. bleeding, vomiting) then the appropriate protective garments (e.g. gloves, apron) should be worn by the member of staff dealing with the incident.

First Aid boxes are situated -
In each wing area white boxes clearly marked with a green cross.

First Aid Boxes and Kits

First aid boxes and traveling first-aid kits contain a sufficient quantity of suitable first aid materials and nothing else. There are 4 green boxes in the medical cupboard in the medical area with 2 boxes for extended journeys

Contents of the boxes and kits are to be replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items are not used after the expiry date shown on packets. It is, therefore, essential that first aid equipment is checked frequently, to make sure there are sufficient quantities and all items usable.

First aid boxes are identified by a white cross on a green background in accordance with the Safety Signs Regulations 1980.

First aid boxes contain only those items which a first aider has been trained to use.

Sufficient quantities of each item are always available in every first aid box or container.

Sterile first aid dressings should be packed in such a way as to allow the user to apply the dressing to a wound without touching that part which is to come into direct contact with the wound.

That part of the dressing which comes into contact with the wound should be absorbent. There should be a bandage or other fixture attached to the dressings and consequently there is no reason to keep scissors in the first aid box. Dressings, including adhesive ones, should be of a design and type which is appropriate for their use.

A list of children allergic to plaster adhesive is kept in the first aid cupboard, in the staff room and in relevant classrooms.

Where an employee has received additional training in the treatment of specific hazards which require the use of special antidotes or special equipment, these may be stored near the hazard area or may be kept in the first aid box.

Travelling First Aid Kits

Sufficient quantities of each item are always available in every travelling first aid kit.

Supplementary Equipment

A yellow bin for the collection of contaminated waste is kept in the first aid area.

A nappy bin for the disposal of used nappies to kept in the disabled toilet.

Disposable plastic gloves and aprons and suitable protective equipment are provided in the First Aid cupboard and the first aid materials are properly stored and checked regularly to ensure that they remain in good condition.

Blunt-ended stainless steel scissors (minimum length 12.70cm) are kept where there is a possibility that clothing might have to be cut away. These should be kept along with items of protective clothing and equipment.

Plastic disposable bags for soiled or used first aid dressings are provided..

This policy should be read alongside the Administration of Medicines Policy and the Health and Safety Policy.

All relevant policies acknowledge the DfE document "Supporting Pupils with Medical Needs" (1996) and "Guidance on First Aid for Schools" (1998).
(First Aid Cupboard)