

## **MERE SCHOOL**

### **First Aid Policy**

Schools are required to provide First aid for all employees and, in keeping with the “in loco parentis” doctrine, to all pupils also.

#### **FIRST AID**

Our first aid boxes are clearly marked with a white cross on a green background in the first aid cupboard. They are stored in the schools first aid area. As a guide our minimum stock of first aid items would normally be:-

- a list containing children’s medical details
- a leaflet giving general guidance on first aid.
- 20 assorted individually wrapped sterile adhesive dressings.
- 2 sterile eye pads.
- 4 individually wrapped sterile triangular bandages.
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings (approx. 12cm x 12cm)
- 2 large individually wrapped sterile unmedicated wound dressings (approx. 18cm x 18cm)

Disposable plastic gloves and aprons are kept near the first aid container and a laminated chart for guidance is clearly displayed. A traveling first aid kit is available for school trips. They contain:-

- a leaflet giving general guidance on first aid
- 6 individually wrapped sterile dressings.
- 1 large sterile unmedicated dressing (approx. 18cm x 18cm)
- 2 triangular bandages.
- 2 safety pins
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#### **ADMINISTRATION OF FIRST AID:**

All staff are trained to administer First Aid. There is a first aid area for the treatment of injuries and for keeping casualties warm and comfortable during treatment and if necessary whilst waiting for the emergency services.

When administering first aid, the following precautions are observed:-

- all first aid waste must be sealed in a yellow bag and thrown away in the bin in first aid area.
- first aid boxes are re-stocked (by the staff administering the first aid) after use and orders placed in order book if necessary.
- staff are aware of the potential for allegations of improperly touching a pupil.
- any exposed cuts, abrasions or sores will be covered with a dressing before administering first aid.
- disposable plastic gloves are worn when cleaning up blood or other body fluids.

- any blood or other body fluid is washed off with soap and water if it comes into contact with the first aider.
- surfaces are wiped down with a solution of suitable disinfectant.
- the caretaker is informed on any accidents and will be called to clear up any spillage of body fluids. Minor spillages will be dealt with by TA's

All administration of first aid, no matter how minor, is recorded and retained for a period of not less than 5 years in case it is required for use in any legal or civil action. Serious accidents must be reported immediately to the Head or Deputy Head and an accident form completed (See Appendix 1). Any claim against an employee is covered by the Authority's insurance policies, provided the member of staff was acting in good faith and not with malice.

Any child who sustains a serious head injury must be seen by the Head or Deputy Head. A letter (see appendix 2) informing the parents of the injury is sent home with the child, or in more serious cases informed by telephone.

## MEDICATION FOR PUPILS

We aim at Mere School to ensure that all pupils who have special medical needs are supported in school. It is however, the decision of the school not to administer prescribed or non-prescribed medication to pupils. Some pupils have unusual or special specific needs which may require treatment (e.g. extreme allergic reaction, ADHD) and prescribed medication can be administered with permission from the Governing body. No medication will be given without the specific written consent of the parent/carer concerned (see Appendix 3).

The medicine, together with the completed and signed consent form, should be delivered to school and handed personally the Head Teacher or deputy in her absence. A written record is kept of all prescribed medication to pupils (see Appendix 4). Medicine must be stored in the pharmacist's original container and clearly labelled with the contents, the child's name and the dosage and/or other instructions. These medicines are placed in a suitable additional sealed container, clearly marked "medicines". Medicines will not be kept in the first aid boxes. Inhalers are stored in the child's classroom in a suitably, labelled container.

## PROCEDURES FOR ADMINISTERING FIRST AID

### Lesson Time

The class teacher will send for the nearest TA to deal with the casualty. Any treatment administered (and the nature of any accident) will be logged in the accident book. A head injury note will be sent home if appropriate. The headteacher, or deputy head teacher in her absence, must be informed of any serious incident and the necessary action taken. The child's parents will be informed by the teacher, if necessary.

### Playtime

A TA will be on duty on a rotational basis to support the teacher in the playground. Should any accident occur the procedures from lesson time will be followed.

### Lunchtime

The MDSA's will follow the treatment procedures from lesson time.

Each teacher is issued termly with a list of the children's medical information.

Autumn Term 2008

Review Autumn Term 2011

Date .....

Dear Parents

**Head Injury Instruction**

..... has received an injury to the head. If any one of the following signs or symptoms occur, please contact your child's doctor or take them to hospital immediately:

- undue drowsiness,
- difficulty in waking,
- severe or increasing headache,
- difficulty in seeing,
- persistent vomiting,
- fits.

With thanks.

Signed ..... Time .....

Checked ..... Time .....