



# First Aid Policy

<b>Staff Responsible:</b>	<b>Mr J Murray</b>
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### 1. What is First Aid?

First aid is the help given to a sick or injured person until full medical treatment is available. The Health and Safety (First Aid) Regulations 1981 require an employer to provide suitable first aid cover in the workplace.

### 2. First Aid and Medication

Ribbon Academy has several staff that are both First Aid at Work (FAAW) and Paediatric First Aid (PFA) trained. Qualification data bases are monitored to ensure that all staff remain current, competent and are re-trained as necessary.

### 3. The first aiders with valid certificates in the academy are:

Name	Managing Medication in Schools	Administering Medication	Emergency First Aid	First Aid at Work	Paediatric First Aid
Mr John Murray	✓	✓		✓	✓
Miss Joanne Taylor				✓	
Mrs Denise Ganning				✓	
Mrs Alyson Briggs				✓	
Mrs Michele Brown				✓	
Mrs Dawn Millett		✓		✓	
Mrs Michelle Ord		✓			
Mrs Joanne Williamson				✓	✓
Miss Yasmin Starkie				✓	✓
Miss Abigail Hope					✓
Miss Heather Greenfield				✓	
Mrs Nicola Ball		✓			
Miss Helen Smith				✓	
Miss Hannah Robson		✓			
Miss Lori-Beth Hammond					✓
Mrs Rebecca Childs					✓
Miss Amelia Ord					✓
Mrs Donna Peverley					✓
Mrs Demi Kirk					✓
Miss Stephanie Kendall					✓
Miss Georgia Walton					✓

### 4. First Aid Kits

Ribbon Academy first aid kits comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599. The Academy holds several first aid kits which are regularly checked and restocked by the first aid team and site manager. The Academy has two main first aidrooms which hold several items including hoists and adjustable beds.

These are serviced and inspected regularly by an external contractor. The first aid rooms are staffed appropriately during breaks and lunch to ensure that any accidents can be dealt with quickly and efficiently.

## **5. Accident Reporting**

All accidents are reported, depending on the seriousness of the accident will depend on which course of action that the Academy takes. All non-minor accidents are reported using the online accident, illness, near miss reporting system. Ribbon Academy also use the 'Medical Tracker' system for accidents involving children. The incident MUST be recorded completed on the same day of the incident, and include:

- The date, time, and place of the incident
- The name of the injured or ill person
- Details of the injury or illness and first-aid given
- What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital)

The information in the accident reporting system can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks
- Be used for reference in future first-aid need assessments
- Be helpful for insurance and investigative purposes

All completed online accident reporting is held centrally by Durham County Council. Medical Tracker centrally stores all recorded instances for future reference

## **6. Notifying parents and the General Data Protection Regulation GDPR)**

Parents must be informed of any accidents or injuries sustained that require first aid treatment given to their child whilst in school. Parents will be sent an email with the relevant notification letter detailing the accident and the First Aid required. Please be aware that this only applies if adults are aware of accidents or injuries sustained. Supervising adults will always be vigilant and children are continually encouraged to inform supervising adults of any accidents or injuries. Parents can view the accident record at any time but are to sign to say that they have seen it.

Staff must be aware of the General Data Protection Regulation and not allow parents to view personal information other than that relating to their child.

## **7. Administration of Medication**

Only prescribed medication may be administered which also includes lozenges. Medication must be in date and prescribed for the current condition. Children's prescribed medication is stored in their original containers, handed in at the main reception. Medication will then be stored in a secure medication cabinet in First Aid room number 1 (administration corridor). Medication must be clearly labelled and will always be inaccessible to the children. Parents must give prior written permission for the administration of medication.

**Medication must have a pharmacy label containing the following details: -**

- The name of the child

- Date
- The name of the medication
- The dose and time, or how and when the medication is to be administered

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health care professional.

Parents/carers are strongly discouraged from allowing children to bring un-prescribed lozenges into school as these are not allowed in the classroom.

## **8. Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents, or other authorised adults if a child becomes ill while in the school. We do not provide care for children, who are unwell, e.g., have a temperature, or sickness and diarrhoea, or who have an infectious disease. Children with head lice are not excluded but must be treated to remedy the condition. Parents are notified if there is a case of head lice in the school.

HIV (Human Immunodeficiency Virus) may affect children or families attending the school. Staff may or may not be informed about it. Children or families are not excluded because of HIV status.

Good hygiene practice concerning the clearing of any spilled bodily fluids is always carried out by the Site Manager, Site Assistant, and the Emergency First Aiders.

## **9. Treatment of Head Injuries to Children**

Children often fall and hurt themselves; most injuries to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress (wet tissue or cloth) for the child's own comfort. Parents/Carers will be contacted by telephone (or via message) in response to all head injuries. All head injuries must be recorded into the accident reporting system and a slip sent home informing parents of possible symptoms to look out for. It is the responsibility of the first aider dealing with the head bump to inform the class teacher who must then relay the information back to the parent.

Emergency First Aiders should be sought if the child:

- Becomes unconscious
- Is vomiting or shows signs of drowsiness
- Has a persistent headache
- Complains of blurred or double vision
- Is bleeding from the nose or ear; and/or
- Has pale yellow fluid from the nose or ear

If any of the above symptoms occurs in a child who has had a bang to the head, urgent medical attention is needed. Parents should be contacted as well as the emergency service by dialling 999.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so, and the emergency first aider must be called immediately to assess the situation.

## **10. Disposing of Bodily Fluids**

Blooded items should be placed in the yellow clinical waste bags and disposed of in the sanitarybins located in the first aid rooms.

## **11. Splinters**

Splinters can be removed if they are small and the angle it went in is clear. Splinters should not beremoved if they are embedded or in a joint.

## **12. Hot and Cold Packs**

Variety of Hot and Cold Packs are available for the treatment of sprains, strains, and bruises. Theseare located in the First Aid room1 (administration corridor and First Aid room 2 (maths resources area). The normal procedure for detailing their use applies along with further guidance to parent regarding the injury.

### **Guidance on the use of Hot or Cold Packs:**

- Ideally an ice pack should be applied within 5 -10 minutes of the injury occurring
- The pack must be wrapped in a cloth to prevent burns and applied to the injured area for 20 – 30 minutes and repeated every 2 to 3 hours for the next 24 – 48 hours
- Emergency first aiders must check the colour of the skin after 5 minutes of applying the pack
- If the skin is bright red or pink, remove the pack.

With injuries older than 48 hours, a heat source can be applied to bring more blood to the injuredarea to stimulate the healing process.

### **DO NOT USE ICE OR HEAT**

- If the casualty is diabetic
- Over areas of skin that are in poor condition
- Over areas of skin with poor sensation to heat or cold
- Areas with known poor circulation
- In the presence of visible or know infection(s)

## **13. Asthma**

Ribbon Academy has several children with Asthma. All pumps are to be labelled and kept in the classroom based lockable medical cupboards. In the event of an attack, the inhaler must be taken to the child. All inhalers should accompany children when they are off the school grounds e.g., on a trip, swimming, visiting another school, etc. Children on the asthma register who have parental consent for the use of the emergency inhaler are clearly indicated. An emergency inhaler can be used if the child's prescribed inhaler is not available (for example, because it is broken, or empty).In the event of an asthma attack follow the advice detailed in the medical rooms provided with the inhalers.

**ALWAYS SEEK THE ADVICE/ATTENTION OF A QUALIFIED FIRST AIDER IN THE EVENT OF AN ASTHMA ATTACK**

**14. Epi-Pens**

All Epi-Pens are labelled and kept in the class based medical cabinets.

Anyone can administer an Epi-Pen in an emergency if the adult/child is unable to do it themselves. Staff should have training from a healthcare professional but if this is not the case then the emergency services must be informed at the same time as the Epi-Pen is administered.

**15. Defibrillators**

Ribbon Academy has two Defibrillators. These are located in the First Aid rooms 1 and 2. All staff who are First Aid at Work or Paediatric First Aid qualified have been trained in their use.