



Kingsway Infant School

First Aid Policy

First Aid equipment is kept in the Rainbow Room and is accessible to all 'First Aid' trained staff. All blood soiled products are to be placed in a plastic bag in the small grey covered bin, which can be found in the Rainbow Room or Lobby First Aid Area (lunchtime only). Gloves MUST be worn when dealing with bodily fluids. The caretaker disposes of the bag daily. Any first aid shortages should be reported to the teaching assistant responsible for ordering.

All incidents requiring treatment should be recorded in the Accident Report Book located at the first aid station in the Rainbow Room or Lobby First Aid Area (lunchtime only) and an 'Accident/Incident Illness Report Slip' completed. Where the child has a head injury, they should be given a 'head bump sticker' so that all adults dealing with that child are alerted to the need for caution. Parents/carers may be informed and invited to come in and check the injury. MSAs who are concerned about accidents which happen during lunch break should inform the appropriate staff member so the pupil can be monitored.

If following an incident a child becomes unwell during the school day, the headteacher, deputy or member of the leadership team should be informed. If a child needs hospital treatment the parent/carer will be contacted and an ambulance may be called. The school office will complete an online HCC accident form. The school office will also complete an accident/incident form for members of staff who sustain injuries.

Should a child have a more serious accident or illness, the headteacher, deputy or a member of the leadership team should be informed to deal with the matter.

All staff have a list of children with medical conditions; there is also a list in all Classrooms, Rainbow Room and Lobby First Aid Area (lunchtime only). The medical list is regularly updated.

Small cuts/grazes should be cleaned using a cleansing wipe or wet paper towel, wiping gently away from the wound. If necessary a plaster should be applied after checking the child is not allergic to plasters (pupil list is held with the Accident Report Book). When a cold compress is required, medical ice packs are kept in the staffroom freezer – at lunchtime a freezer bag is kept in the Lobby First Aid Area. Ice packs should be wrapped in a paper towel before application.

Ice packs should not be applied where there is a suspected break/fracture.

Provisions for Allergy/Medical Treatment

All non-emergency medication kept in school is securely stored in the Rainbow Room, in a labelled container for each class and a zipped wallet for each child with access strictly controlled. All Inhalers, Epipens and Antihistamines etc. are sent home at the end of the school year and parents/carers are responsible for checking 'use by dates' and replenishing them. A record should be made of time/date and any medication given. These medications will be taken on school trips.

Asthma

Inhalers are stored in the Rainbow Room where staff may access them, when necessary. There is a list of children requiring medication in the cupboard.

Epipen

To be kept in the Rainbow Room, for easy access during playtime and lunchtime.

Each is stored in a zipped wallet displaying the child's name and medical protocol. A list of children requiring Epipens can be found in the Classroom, Hall, School Office and Kitchen (in the case of food allergies).

Annual training is given to staff by the school nurse (Schools First Aid training with St John Ambulance now covers use of auto-injectors).

Antihistamines

Prescribed Antihistamines are stored in the Rainbow Room cupboard where staff may access them, when necessary. There is a list of children requiring medication in the cupboard.

Children with Extraordinary Medical Needs

These children will have a care plan drawn up in consultation with the headteacher and parents/carers; the school nurse will be asked for advice when necessary which will be shared with staff as appropriate. Children with special medical needs will have their photograph and medical details displayed in the Classroom, Hall, School Office and Rainbow Room (Lobby First Aid Area - lunchtime only).

First Aid during Class Time

Minor incidents will be dealt with by the teaching assistant. They may feel the need to enlist the help of a nearby adult. If there is blood or vomit or any other residue of the incident to be cleared up, the caretaker may be asked to assist if on site, however the priority is to clear up as quickly as possible. Gloves **MUST** be worn when dealing with bodily fluids. Any child needing to be sent home will wait in the classroom to be collected. A phone call to the child's parent/carer or other designated contact will be made by the class teacher, teaching assistant or office staff.

First Aid during Playtime and Lunchtime

Injuries will be assessed by the nearest adult who may decide to send the child to the first aid area in the Rainbow Room (Lobby First Aid Area - lunchtime only) or request first aid be taken to the child e.g. excessive bleeding on the playground.

Emergency Procedures

In the event of serious injury or illness any staff member nearby will act to prevent further injury to the casualty and to others (including themselves) and to preserve life. Help will be summoned immediately from a nominated first aider, or in their absence the nearest available adult. Emergency services will be called as required.

Recording and Reporting

All injuries will be recorded in the Accident Report Book provided in Rainbow room or Lobby First Aid Area (lunchtime only) and the 'Accident/Incident Illness Report Slip' top copy sent home with the child (for head injuries the top copy should be **handed** to the parent/carer by the class teacher/teaching assistant at the end of the school day).

Head bump stickers are placed on children with head injuries so that all adults dealing with that child are alerted to the need for caution. If any injury causes concern (particularly a head injury), the parent/carer will be telephoned by the class teacher or by the office staff and is invited to come in to check the child/injury. Injuries resulting in an adult or child being sent for medical treatment will be recorded using the online HCC accident form. Serious injuries will be reported by the school office to the HSE using their online reporting system: RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Administration of Antihistamines, Asthma Inhalers, Adrenaline Pens (Epipens) and Creams etc. are recorded on the form kept with the medication and in the Accident Report Book located in the Rainbow Room or Lobby First Aid Area (at lunchtime only).

Trips and Visits

A basic first aid kit and Mini Accident Book will be taken on all excursions out of school. Antihistamines, Asthma Inhalers and Epipens will also be taken on all school excursions. Pupils with Extraordinary Medical Needs may require additional provision on such occasions and should be detailed in the Risk Assessment which should be submitted prior to the planned trip.

Children Needing Personal Changing

This will be supervised by 2 members of staff where at all possible as a child protection issue (see Intimate Care Policy).

Additional Guidance for Head Injuries

Head Injuries are potentially serious so it is important that parent/carers know if their child has had a significant knock on the head. An Accident/Incident Illness Report Slip advising the details of the incident will always be sent home and where possible the parents will be informed by telephone. If the child becomes pale or shaky, is sleepy or vomits as a result of the incident, or if there is significant bruising or bleeding, the parents/carers/emergency services will be contacted as soon as possible.