



Milverton House School and Nursery

MILVERTON HOUSE SCHOOL

FIRST AID POLICY

Guidelines for First Aid Treatment

All teaching, support and administrative staff have an obligation to ensure that the children at Milverton House receive the best possible care and attention as and when required according to the principles set out in this policy. The administration of first aid is not the sole responsibility of the designated first aiders.

If a member of staff is in **any** doubt as to the seriousness of an injury or if a head injury is involved a designated first aider **must** be notified and called for.

Out of Timetable First Aid (Before and after the school day)

If a minor injury occurs one of the teachers on duty should review the situation and decide upon the most appropriate action. The teacher may send a prefect to the school office to fetch a first aider.

Should a First Aider be required one should be sent for and the teacher on duty remain with the injured child. Appropriate first aid treatment will then be decided upon.

During Lessons

At times children may require first aid during a lesson. Class teachers may have first aid qualifications however in the event of requiring first aiders one should be sent for by contacting the school office. This may be done via a colleague, teaching assistant or class representative (in junior classes). Some circumstances may not represent First Aid action and may be resolved swiftly by the class teacher.

- All head injuries should be recorded in the accident book and where more major injuries occur and in all cases where the head has been injured, a telephone call should be made to parents giving them the option of coming in to school to check their child for themselves. An incident note should be sent home and a 'First Aid Sticker' given to each child.

In the event of a more serious injury the teacher may request support so that they can accompany the injured child into the building themselves. If this situation arises on the main school playground one of the teachers should remain on duty whilst the other accompanies the injured child into the building. Teachers on duty should leave any injured children inside reception in the care of a **designated first aider** and return to their playground duty as soon as possible.

Break times

Medical bags and accident forms will be collected by staff for the start of the lunchtime period.

If a minor injury occurs during lunchtime break one of the supervisors on duty should assess the situation and decide upon the required actions. First aid may be administered on the school playground or the staff member on duty may accompany the injured child into the building to contact a colleague and administer first aid in the reception area as required and in accordance with the guidelines in this policy.

If there is **any** doubt as to the seriousness of the injury a designated first aider **must** be consulted immediately.

Once the child has either been treated, or left in the care of another member of staff as appropriate, the supervisor must return to their playground duty as soon as possible.

All injuries should be reported to the school office and recorded appropriately

Accidents involving Staff and Adults

Any accidents relating to Adults, or college students should be reported to the school office immediately and appropriate paperwork recorded with the Head teacher or a member of the SMT. This will allow for the correct procedures to be followed and support for the adult in question so that appropriate measures may be put in place. E.g. a broken window that requires maintenance.

First Aid Practice

*This Practice applies to all **Teaching, Support and Administrative Staff** when treating children.*

The First Aid box containing equipment for the treatment of minor injuries is kept on a shelf in the medical room.

- Gloves are provided to deal with Blood and bleeding.
- Open wounds should be washed carefully and respectfully with running water.
- More major injuries should be referred to the designated First Aider.
- All head injuries should be recorded in the accident book and where more major injuries occur and in all cases where the head has been injured, a telephone call should be made to parents giving them the option of coming in to school to check their child for themselves. An incident note should be sent home and a 'head bump sticker' given to each child. Children with bumped heads should be given appropriate cool packs to assist with the injury and school reception informed to make appropriate phone calls to parents.
- All serious injuries will either result in the child being taken straight to A&E by a member of school staff or an ambulance being called and parents notified accordingly.
- Accident logs must be completed

You may use:	You may not use:
<ul style="list-style-type: none">• Medi-wipes (to clean own hands First Aider only)• Elastoplasts (with parental permission)• Non-fluffy dressing• Sterile pads• Water Paper Towels	<ul style="list-style-type: none">• Creams or antiseptic lotions• Any internal medication, other than that provided by parents/guardians and is accompanied by a consent form• Any dressing which is not in a sealed sterile packaging

When treating open wounds or nosebleeds, plastic gloves should be worn. Blood stained dressings/wipes should be double-bagged and disposed of in outside dustbins. Blood on floors or other surfaces should be cleaned with sanitised powder and cloths disposed of as with dressings and wipes.

First aid issues in Pre Prep

Details of any children who have allergies to plasters, stings, etc will be clearly available for all staff within the setting and dietary allergies are explained to all members of staff working within the setting.

Designated First Aiders

These are displayed in the first aid room. Periodic refresher training will be undertaken to maintain standards.

First Aid Box in Pre Prep Department

The equipping and maintenance of the first aid box (in Pre Prep) is the responsibility of Mr Pipe. Staff working in Pre Prep will inform of requirements in preparation for and during the term.

The first aid box containing equipment for the treatment of minor injuries including gloves and sanitised powder is kept on a shelf in first aid room.

First Aid Room

The stocking of the first aid room is the responsibility of Mr Pipe. Staff should notify Mr Pipe if they become aware of a shortage of any necessary stock.

Accident Analysis

A review of accidents will take place by the SMT to assess ways in which accidents may be reduced with regards to pupils and staff.

This Policy will be reviewed on an annual basis by the Headmaster with the support of the SMT.

Date 17/7/17

Signed O Pipe

First Aid routines for completing school records

- 1) Enter Details of children into the front of the booklet with necessary medical information recorded as stipulated. At the start of the term the class teachers will provide notification of medical requirements for their class, for example allergies, medical conditions.
- 2) First aid log once completed to remain in the First Aid room for the first aiders to use.

In the event of an accident which needs to be entered into the log first aider will

- 1) Check for allergies or specific details given by parents
- 2) Enter the accident/ incident on the relevant medical form. A new page for each child.
- 3) Leave Log in the First aid room
- 4) Injuries should be relayed to the school office so that teachers may be updated throughout the day.

At the end of lunchtime the first aid logs will be delivered to the school reception allowing for the following

- 1) Class teachers to be informed of new entries on that day
- 2) If no incidents/ accidents then no actions to be taken.
- 3) If an accident then the log will need to be signed by a parent/ guardian. This should be at the end of the school day, if not possible then passed onto late/ homework staff for parents to acknowledge the entry to the log.

List of notifiable diseases

Diseases notifiable to local authority proper officers under the Health Protection (Notification) Regulations 2010:

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Legionnaires' disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- Severe Acute Respiratory Syndrome (SARS)
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever