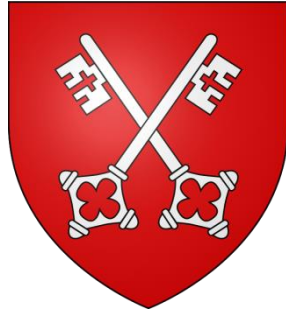


St Peter's School



"Together we hold the keys to success"

First Aid Policy



FIRST AID POLICY

Staff are individually and collectively 'in loco parentis' while children are in their care. Consequently when children suffer injury staff members are expected to act as a responsible parent would act and take care of the child and attend his/her injuries.

1. First Aiders

1.1 There will be at least one person in the school fully qualified to do First Aid. S/he will be the designated member of staff in charge of First Aid.

- apply First Aid throughout the school wherever necessary
- decide if further treatment is required and arrange for this
- ensure that the parents have been informed if necessary
- ensure that accidents, injuries, conversations with parents etc. are recorded in the First Aid file by the staff member who administered first aid
- keep an up to date record of children and staff with special requirements, allergies, those who need inhalers etc. and ensure that all staff are aware of these
- keep first aid boxes adequately resourced (See appendix 1)
- ensure that the ice pack is ready to be used (disposable and non-disposable)
- keep his/her First Aid qualification up to date
- attend relevant courses

It is the Headteacher's responsibility to ensure that the First Aider's qualification is up to date. Other staff will be encouraged to take an appropriate First Aid qualification and may be called on if necessary.

If the named person is not going to be present during part of the school day s/he must inform the School Secretary or Headteacher so that alternative help can be sought should it be necessary.

A list of staff with First Aid qualifications will be kept alongside the First Aid boxes.

2. Injuries

2.1 If the injury is not serious eg. a graze, the child may, if appropriate wash it themselves, NB. Other children may **not** wash it for them. The teacher on duty, class teacher or First Aider should check that it has been done properly. Children should never touch the First Aid boxes.

If it is more than a graze, but not serious, a teacher should deal with this. Where this is not possible eg. if they are alone supervising a class or not sure of the extent of the injury then the First Aider must be called.

Plastic gloves (kept in the First Aid boxes) should be worn, and sterilised water (again in the first aid boxes) should be used. Cream should **never** be applied. Once the injury is cleaned, the cotton wool etc. should be disposed of in a sealed, plastic bag if being put in an ordinary bin.

Several ice packs are kept in the freezer in Nursery and the staff room. Disposable packs are in each first aid box and in the first aid store cupboard located outside the main office.

Plasters may be used unless the child is allergic to them. Names of children allergic to plasters will be noted on the inside of the First Aid cupboard.

2.2 After treating an injury, the member of staff must complete an "Accident Information for Parent" form place a copy in the first-aid file, or the first-aid log completed to ensure there is a record. The form is sent home with the child. Children with a head bump are given a sticker to alert staff and parents.

2.3 If the injury is more serious the First Aider must be called. The Headteacher or member of SLT must also be informed. An adult should remain with the child at all times.

2.4 If there is any suspicion of a break, concussion etc. the child should not be moved. The First Aider will decide on the necessary action. If the First Aider is unavailable, another member of staff with a qualification will be called. The Headteacher or member of the SLT must also be informed. An adult should remain with the child.

- 2.5 Should it be decided that the best course of action is to take the child to hospital; at least two adults should accompany the child, one to drive and one to be with the child.
- 2.6 Whatever action is taken eg. calling an ambulance, the parent(s) of the child will be informed, and a record kept of the cause of the injury, how it was dealt with, by whom and how the parents were informed. The accident and incident reporting process should be followed. The link to the online form is on the staff desktops called 'Notifiable Accident'.

3. Non Accidental Injuries

- 3.1 If there is any suspicion of a N.A.I. the Headteacher is to be informed immediately so that appropriate action can be taken.

4. Illness

- 4.1 If a child is feeling ill and the class teacher feels that s/he should go home a member of staff may contact the child's parents to take him/her home. This must be passed onto the School Secretary/Teacher to update the register.
- 4.2 Medicines will only be dispensed if agreed by a first aider and if a permission slip has been completed.
- 4.3 In most instances children who are too ill to play out are too ill to be at school. However there are instances eg. if a child is prone to asthma, has a leg injury etc. where parents may request that their children stay in at playtime. In this case they must not be left of their own in class, but must sit close to the staff room where an eye can be kept on them.
- 4.4 Some illnesses require that a child stay at home. The school complies with the advice on the 'Guidance on Infection Control' in Schools and other childcare settings found in the first aid file or with the school secretary.
- 4.5 If a child vomits in school, once the child has been dealt with, the teacher or a member of staff must put granules over the vomit and the caretaker should be asked to clean and disinfect the area.
- 4.6 If a child wets or soils him/herself a supply of spare clothes are kept by the class teacher in FS. It may be necessary to ask the parents to collect the child if he/she is upset and very messy.
- 4.7 If a child starts a period for the first time, this should be dealt with sympathetically by the teacher or First Aider. Supplies of sanitary towels are kept in the first aid cupboard. The child's parents must be informed and the child/parent given the option of going home if appropriate and necessary. One toilet will be equipped with a sanibin.
- 4.8 Children who have nits or headlice do not need to be sent home. Their parents need to be informed so that treatment can commence. Parents must have up to date information about the treatment of headlice.
- 4.9 Parents are requested to advise the school if a child is away due to illness.

5. Sun Safety

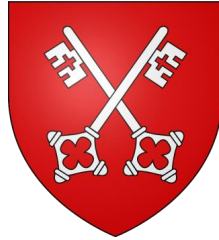
- 5.1 Sun awareness and sun safety will be taught as part of the curriculum.
- 5.2 Shaded areas will be provided as a protection from the sun.
- 5.3 Parents will be encouraged by the school to send the children to school wearing hats in the summer. Parents will also be encouraged to put sun cream on their children.

6. Keeping Informed

- 6.1 Each year a form will be sent home to parents for updated information on children's health problems and allergies. If necessary staff must be responsible for ensuring inhalers etc. are taken out of school for visits (including to the Community Centre for games).

7. **Visits**

- 7.1 A First Aid box will be taken out on all trips and visits outside school. These are located in the first aid store cupboard (keys held by school secretary) and need to be signed out and in.



This booklet should be read in conjunction with the Jersey Education First Aid Policy available on the Education website, <https://www.gov.je/government/departments/educationsportculture/pages/policies.aspx>

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APPENDIX 1

There are five First Aid boxes and these are kept in the main entrance, main corridor by the hall, multi-purpose room, KS1 area and Nursery. There is also 3 First Aid kits to take out on trips.

The First Aid boxes will be maintained by the named First Aider.

The following are minimum requirements for the First Aid boxes.

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular dressings
- 6 medium sized individually wrapped sterile un-medicated wound dressings
- disposable plastic gloves
- blunt ended stainless steel scissors
- disposable ice packs
- sterile water

NB. First Aid boxes should be available to groups using the school outside school hours.

