

WALTON CEVC PRIMARY SCHOOL

"Every child, Every Chance, Every Day"



Policy on First Aid

1 Introduction

- 1.1 We endeavour to provide the very best possible care for our pupils. Many of our staff are First Aid trained in order to deliver this care to the children.

2 Who?

Mrs Mills – Designated person for First Aid and ensures that the first Aid cupboard and boxes are correctly stocked.

Mrs Sweet orders First Aid equipment

Mrs Mills, Mrs Chinnock, Mrs Western Mrs Manley– First Aid Paediatric trained. Mrs Sweet, Mrs Brine, Mrs Tucker, Mrs Aldridge, Mrs Russell, Mrs Cooper are all one day First Aid Trained.

Mrs Cooper, Mrs Padfield, Mrs Tidmarsh, Mrs Woodroffe, Mrs Russell, Mrs Fernandes, Mrs Maley are all Anaphylaxis Awareness trained.

A list of staff with First Aid Training is kept in the Medical File in the Front Office.

3 Where?

- 3.1 First aid equipment is in each class and in Medical/ELSA Room
3.2 Children are treated at point of incident or taken to the Medical /ELSA Room
3.3 A First Aid box is taken to the playground for minor injuries at playtime and lunchtime.
3.4 Ice packs are stored in the freezer in the kitchen.

4 Procedures

- 4.1 Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressings and used gloves should be disposed of in the soiled bin located in the Medical Room. Minor incidents and accidents should be dealt with, wounds cleaned etc. and the child returned to the playground when possible and practical.
- 4.2 An up-to-date list of child medical conditions, asthma etc. is kept in the Medical file in the Front Office and in a First Aid File in each class.
- 4.3 More serious accidents should be recorded in the First Aid Record Book. Parents are informed and asked to sign the white slip detailing the injury and care needed and given. A copy of this is retained by the parents and the school. All white slip injury forms are kept in the school office.
- 4.4 When dealing with suspected cases of highly infectious illnesses such as Covid-19, staff will wear PPE and the child will be removed from class and parents will be contacted to collect the child from school as soon as possible. All areas where the child has been will be thoroughly cleaned.

5 Head injuries

- 5.1 Parents to be informed by telephone for significant cases.
5.2 A sticker applied to the child so that teachers and assistants know of the injury.
5.3 Parents are encouraged to collect their child from school.
5.4 Details are recorded in the First Aid book and the white sheet is signed by parents (as above)
5.5 The class teacher should always be informed who will also inform the parent if this has not been done already.

6 Accidents at Lunchtime

- 6.1 Lunchtime staff have access to plasters in the portable first aid box and deal with minor accidents on site. More serious cases are brought to the Medical Room.

7 Accidents in the Classroom

- 7.1 If an accident happens in the classroom, the child will be dealt with by the staff working in that classroom.

8 Precautions for offsite Activities

- 8.1 Classes leaving the school premises take a First Aid bag and a sick bucket containing essential cleaning aids and change of clothing. A person trained in First Aid should accompany the children on the visit.

9 Dealing with Emergencies

- 9.1 In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted.
- 9.2 If a child needs hospital treatment in a non-urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, then a member of staff will drive the child to hospital. The child should be strapped into the back seat and another member of staff should sit in the back with the child. Every attempt to contact the parents will be made by the school.

10 Hygiene Control Guidelines

- 10.1 The number of HIV carrier children in schools is at present small.
- 10.2 Current evidence indicates that children identified as HIV carriers do not present a risk to other children or adults in the ordinary school environment.
- 10.3 It is advisable to follow the Hygiene Control Guidelines recommended by the DfE listed below in all instances to provide protection against a range of infections to which staff in schools may be exposed.
- 10.4 The following is the basic hygiene procedure recommended by DfE which should be put into operation in all instances against a range of infections which teachers in schools may be exposed to.

Personal Hygiene

Toothbrushes or other implements which could become contaminated with blood must not be shared.

Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.

Sanitary towels should be placed in the disposal bins provided.

Tampons must be disposed of in the sanitary bins in the staff toilets.

Accidents Involving External Bleeding

Normal First Aid procedures should be followed, which should include the use of disposable gloves.

Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed.

Cotton wool should not be used in cleaning wounds since it is not sterile and could cause infection.

As soon as possible seek medical advice.

Splashes of blood from one person to another:

- Splashes of blood on the skin should be washed off immediately with soap

and water.

- Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.

After accidents resulting in bleeding, contaminated surfaces eg tables or furniture should be disinfected using antibacterial spray.

If staff deal with suspected case of Covid-19 in school, PPE will be worn and parents asked to collect child immediately. Government Guidelines will be followed.

11 **Staff Precautions**

As general policy, if staff giving care to infected children have cuts and abrasions, these should be covered with waterproof or other suitable dressings.

12 **Waste Disposal**

Urine and faeces should be eliminated or discarded into the toilet in the normal manner.

Soiled Waste and Bloods should be disposed of in the bin located in the disabled toilet.

13 **Administration of Medicines**

Occasionally, it is necessary for medicines to be administered at school. Staff will not administer eye or ear drops. If a parent wishes a child to take a prescribed medicine during school time they should either arrange with the Headteacher to come to school to administer the medicine or complete an Form 3B Administration of Medicines in Schools; giving permission for the Headteacher or his/her nominee to administer the medicine and deliver the medicine with instructions to the school office where it will be kept in the school kitchen fridge or if needing to be kept secure, in the school office. The medicine should be in date and clearly labelled with:

- Name of medication
- The owners name
- Dosage, time and frequency
- The prescribing doctor's name.

Each time a medicine is administered it is recorded in a book.

All medicines must be prescribed by a registered medical practitioner.

14 **Asthma Inhalers**

Asthma can be a life-threatening disease and attacks can start very rapidly. It is therefore vital that the asthmatic pupils have instant access to their inhalers. All pupils have an inhaler in their class cupboard.

15 **Analgesics (Pain Killers)**

Staff should **only** administer analgesics in school, in exceptional circumstances when written consent form has been gained from the parent or carer. This will usually be when the child is recovering from a long term injury or under the direction of a doctor.

16 Health & Safety Responsibilities

The Health & Safety Executive take the view that provided the school management and staff act in accordance with the health & safety policy and guidelines issued by the LA, asking advice when in doubt, then there should be no difficulty in meeting health and safety obligations. This approach will also ensure that the Headteacher, Governors and staff remain within the protection of the LA's insurance policies.

17 Children with Special Medical Conditions

Children with very specific conditions and treatment are identified and their details are placed on the staffroom wall and in the front office. All other medical conditions are kept on a list by the class teacher in the First Aid File which is kept in every class.

18 Review

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how that policy might be improved.

This policy should be read in conjunction with the Children with Medical Needs in School Policy.

November 2025

Date of next Review: November 2026