



# GATEHOUSE SCHOOL

# FIRST AID POLICY

## **Policy Statement**

This policy outlines the schools responsibility in providing first aid to pupils, staff and visitors. As an employer, Gatehouse School has a statutory obligation, under The Health & Safety (First Aid) Regulations 1981, to provide the necessary equipment and facilities to enable First Aid to be rendered to employees if they become ill or are injured at work.

The School also has a clear obligation to ensure that non-employees (specifically pupils and visitors) are considered when the levels of First Aid provision are set. The Health & Safety at Work etc Act 1974, section 3, gives legal duties to ensure the health, safety & welfare of those not in our employ and The Management of Health & Safety at Work Regulations 1999, regulation 3, specifies the requirement to carry out risk assessments, which must include all persons on site.

In addition to the statutory requirements, the Department of Education's Good Practice Guide for Schools sets out minimum levels of First Aid provision expected in educational establishments.

## **Practical Arrangements**

A person with an appointed first aid certificate is available at all times whilst people are on the school premises, and also off premises whilst on school trips.

A suitable equipped medical room / first aid room is available.

Mrs Moll is responsible for the general upkeep of the first aid room and maintenance of first aid kits, and for requesting the purchase of first aid supplies.

## **Staff Qualified in First Aid**

Emergency first aid training is provided for staff on a regular basis and updated every 3 years. If a member of staff has not received training or has an expired certificate, they should inform the admin staff who will organise appropriate externally held training sessions.

A list of staff who have undertaken a Paediatric first aid course is attached as Appendix 1. For EYFS trips and visits at least one paediatric qualified first-aider must accompany pupils.

All injuries will be dealt with by an appropriate person who has received the necessary training.

## **Recording Accidents**

All injuries will be recorded in the school accident book by the person administering first aid and parents will be notified, if appropriate, on the same day.

All injuries on school premises are recorded in a H.S.E. book and kept for 3 years.

Any serious injury or communicable disease will be reported to RIDDOR (Reporting of injuries, Diseases and Dangerous Occurrences Regulations, 1995), under which schools are required to report to the Health & Safety Executive (telephone 0845 300 99 23).

RIDDOR reports are to be submitted online if needed. For advice about incidents which need to be reported under RIDDOR refer to the HSE Publication "EDI1" a copy of which is available from the Bursar.

### **Access to First Aid**

First aid boxes are available throughout the school. They are all marked with a white cross on a green background and are checked monthly. They are located as follows:

5 in Medical Room  
1 in Nursery  
1 In New House  
1 in each minibus

A first aid box is always taken by the staff if the children use the local park or if they are taking part in a local visit.

### **Guidance on when to call an ambulance**

We will call an ambulance for example in the case of a suspected broken limb, serious head injury, allergic reaction and serious case of asthma, epilepsy and/or diabetes.

Parents will be contacted as soon as we think an ambulance is required.

### **Medical Conditions**

A confidential register of all children with medical requirements is kept by the school secretary. This is to be renewed at the beginning of each school year, and updated whenever necessary throughout the year.

### **Arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes)**

A few examples as follows:

#### **HIV/AIDS**

Human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS) cannot be transmitted through normal social contact such as touching, shaking hands and kissing. However, the virus (HIV) is present in the blood and other body fluid of infected individuals, who may appear well and may even be unaware that they have been infected. Staff and children therefore must be aware of the risk of transmission and extreme care should be taken when dealing with all body fluids. The following precautions **MUST** be taken:

**Disposable gloves (contained in all school First Aid Kits and available in Medical Room) MUST be worn when dealing with blood or any body fluids**

**Any items soiled with blood or any body fluids must be double bagged before disposal and placed in the yellow bags kept in the medical room.**

## **Nut Allergy**

A small number of children have an allergy to nuts and exposure to them may result in the child falling into **Anaphylactic Shock**.

The names of the children in the school known to be suffering from a nut allergy are displayed on the board in the School Office. Staff must be able to identify these children.

A child who is exposed to nuts may show any number of the following symptoms: swelling of the tongue and lips, hands and feet; difficulty in breathing; headaches, nausea and vomiting; abdominal cramps; loss of consciousness.

The immediate treatment of Anaphylactic Shock is adrenaline given by way of an "Epipen". However a member of staff **MUST** call "999" **AT ONCE** on seeing a child in difficulties. This may be done from any school telephone.

Children with nut allergy who are deemed to be sensible and have been taught how to inject themselves **MUST** carry their "Epipen" with them **AT ALL TIMES**. However, this may not be appropriate for younger children so "Epipens" are kept in the School Office.

Epipens are kept in pupil's classrooms and in the Medical Room, on the shelves next to the sink.

Junior Epipen for children 15-30kg (2 stone 5lbs – 4 stone 9lbs)

Senior Epipen for anyone over 30kg.

All staff have been trained to administer an Epipen.

## **Procedure for a child with Asthma**

All children who have active asthma will have their labelled inhaler kept securely in the medical room.

### **What to do if a child is wheezy or is finding it hard to breathe properly**

If a child is wheezy please ask them to take their blue inhaler. Make sure they are not surrounded by other children and that windows are open to allow more air in. It is essential to stay calm and **if the attack is bad** please get the other children out of the area so they are not upset and so that the sufferer can concentrate on their inhaler. They should sit upright when taking their inhaler and the relief should happen very quickly.

If the wheeziness continues ask another child to get a first aider. Please stay with the child until the first aider gets there as you may be required to call an ambulance.

## **Procedure for a child with Diabetes**

Any child who has diabetes must have some form of carbohydrate/glucose on them or in their folder.

If a child says that they feel "low" (low blood sugar) ask them to eat what they have and send them to a first aider with another pupil to do a test to make sure that the snack has or is working. Please be aware that some children do not realise they are going "low" so it is useful to know what symptoms they may exhibit; this can be individual and parents will advise us. The first aider will pass that information on when she receives it.

## **Signs**

Shakiness  
Sweating  
Dizziness  
Might appear 'drunk'

If you see these signs from a child you know to have Diabetes, call a first aider immediately.  
All staff have received training on Diabetes type 1.

## **For Games Staff**

If you know you have a diabetic child in your group please ask them the following before the session begins:

"Have you tested your blood? Have you had something to eat? If they answer no, please send them to do so. Diabetic children should always boost their carbohydrate levels before activities to avoid going "low".

## **Hygiene Procedures**

Spillage kits for bodily fluids, including emergency clean up granules, disposable gloves and aprons are available from the Medical Room.

## **Storage of Medicine**

Medicines are always kept securely stored in the locked first-aid room. Access is limited to school staff who will know the code and pupils are not allowed to enter this room unless accompanied and supervised by an adult. No pupils should be left in the first aid room unsupervised.

## **Administration of Medicines**

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

Only medicines prescribed by a doctor will be administered at school and parents will be required to complete a Medication Consent Form. If this form is not completed, medicines will not be administered. At the end of the school day medicines will only be returned to a responsible adult. The Medication Consent Form will be available on the website and parents of children who travel on the school buses will need to give medication to the drivers with a completed form. At the end of the school day parents should collect the medication from the bus driver.

## **Records**

Written records of all medication administered to every child in the care of the EYFS and whole school are retained.

## **Staff & Visitors**

Members of staff or visitors to the school requiring first aid treatment should report to one of the First Aid at Work trained staff who can be found in the main admin office / reception. Accidents will be recorded in accordance with the procedures set out above for “recording accidents”. In certain circumstances the School’s first aider may recommend referral to a medical practitioner or for the individual to attend the A&E department of a local hospital. Members of staff will be expected to comply with this recommendation.

Staff and visitors should avoid bringing any medication, whether prescribed or over the counter remedies, onto school premises. Where this is absolutely necessary the medication must be kept in a locked locker in the staffroom or other locked drawer or cupboard in a room which is not normally accessible to pupils.

**Appendix 1:**

Qualification: Paediatric First Aid (HSE recognised, renewable every 3 years)

Name	Location	Expiry Date
Christine Turner	Nursery	10/02/20
Patsy Baker	Nursery	10/02/20
Anne Marie Katty	Nursery	17/03/19
Sue Barry	Nursery	22/03/20
Ellie-Mae Barnaby	Reception	17/03/19
Sofia Stampolidou	Reception	01/10/17
June Bloomfield	Reception	22/11/19
Brook Goodwin	Reception	30/09/18
Lizzie Humphries	Year 2	02/02/20
Aurelija Balciunaite	Year 2	30/09/18
Amy Coad	PE Dept.	22/03/20
Suzanne Dickinson	Admin	21/08/17

Qualification: First Aid at Work 3 days (HSE recognised, renewable every 3 years)

Name	Location	Expiry Date
Sue Jeffs	School Office	19/09/2018
Suzanne Dickinson	School Office	24/09/2018

Qualification: Managing Diabetes in Schools (No expiry date on certificate)

Name	Location	Issue Date
Suzanne Dickinson	School Office	September 2014
Sylvia Adebibe	Y3	September 2013

Policy Name	First Aid	Last updated	March 2017
		Governors Review	Autumn Term 2016
		Next Review	Autumn Term 2017