



# Whitehall Nursery and Infant School

## First Aid Policy

### 1. Aims

- 1.1 To ensure the physical wellbeing of pupils.
- 1.2 To deal properly and effectively with an accident or illness which occurs during the school day.
- 1.3 Legal obligation

### 2. Personnel

- 2.1 Mrs Marjana Dervishi is the nominated First Aider and holds a current First Aid at Work Certificate. A number of other staff also hold current First Aid at Work certificates.
- 2.2 Most support staff and a number of lunchtime supervision staff have had emergency first aid training (1 day) .
- 2.3 Midday Supervisors are responsible for First Aid during the lunchtime period. However, if a serious accident occurs at lunchtime and Mrs Dervishi or one of the certificated first aiders is on the premises, they will be available to advise and assist.
- 2.4 At least two staff hold current Paediatric First Aid Certificates.

### 3. Equipment

- 3.1 The First Aid Station is situated by the main school entrance doors and contains all First Aid Equipment. It is a place where sick or injured children can be taken for treatment. First Aid kits for school trips etc., spare clothing and the daily accident record book are also kept in this area.
- 3.2 Each classroom teacher has a bag containing disposable gloves and apron. These should be used in the event of any blood loss in order to protect the class teacher until the First Aider arrives. Because the nominated First Aider is a Teaching Assistant, she can be available in a very short time. Teaching staff will always give permission for her to leave the class in the event of an emergency.

Mrs Dervishi is responsible for ordering First Aid equipment as it becomes necessary.

#### 4. Procedures

##### 4.1 In the event of accident or illness the following procedures should be taken:

If the incident occurs in teaching areas of school the class teacher will send for the First Aider. Each class teacher has a copy of Mrs Dervishi's timetable and knows at a glance where she can be found. The teacher will stay with the child at all times until the First Aider arrives. A timetable is also displayed in the hall, should an accident occur during a P.E. lesson.

If an accident should occur during morning or afternoon playtime, the child will be brought to the Teaching Assistant who is on toilet and first aid duties. In the case of minor cuts and grazes, the Teaching Assistant will deal with the injury and record it in the accident book, but if the injury is more serious, Mrs Dervishi will be contacted.

Head injuries, however minor they may seem must be treated with caution. More often than not the bumps which children get in the playground are not serious but certain precautions have to be taken. If the child seems to be alright, they may be taken back to the classroom, if there is any doubt then the classteacher should be asked to keep an eye on the child for signs of concussion. All head injuries are entered in the accident book and the child is given an accident slip to take home. In addition parents are contacted and made aware.

If the injury, whether head or otherwise is more serious, or a child is considered too ill to be in school, then the First Aider will inform the school office who will contact the parents and make arrangements for the child to go home or to the hospital. This information is recorded in a book in the school office. If the parents cannot be contacted, then the school office will arrange for the child to be transported to hospital either by ambulance or by car depending on the situation. The child will be accompanied at all times until the parents can be contacted.

4.2 All current first aid certificates are available in the school office and a list of current certificate holders is displayed.

4.3 In all cases where an injury /accident is recorded in the accident book the pupil is given a copy slip to take home.

4.4 In the event of reportable accidents or incidents the school follows Walsall's procedures, the forms for which are located in the school office.

4.5 All RIDDOR reportable accidents or incidents are reported online.

## 5 Personal Medication

- 5.1 At the request of the parents the Headteacher may agree to take charge of inhalers which may be required during the day by children with illnesses such as asthma. After such arrangements have been agreed the parents will be asked to complete an asthma record card. The inhalers will be supervised by the First Aider or the School Office staff and recorded in the asthma record log. Inhalers will be kept in classrooms clearly labeled with child's name and photo and kept with the completed asthma record card.
- 5.2 These procedures also apply if medicines for children on care plans.
- 5.3 The school will only administer prescribed medication , parents need to complete a parental agreement and record of medication form detailing medication required, dosage and reason needed, school staff will keep a record of any medication administered. Medication will need to be labeled clearly with the prescription label issued by the chemist.
- 5.4 A list of children known to suffer serious medical problems is available in the office. Each classroom has a copy of all pupils medical / dietary conditions. Staff will be informed about any such children in their class and will have copies of any care plans. When a care plan is necessary volunteers will be sought amongst the staff and full training given by the nurse or relevant medical staff.

## 6 Anaphylactic Shock

A photograph and advice on treatment for identified children can be found on the school office notice board.

## **BLOOD BORNE DISEASES**

### **GUIDELINES FOR STAFF TO CONTROL BLOOD BORNE DISEASES**

To: Teaching Staff  
T.A.s  
L.S.A.s  
M.D.A.s  
Caretaking and Cleaning Staff

1. Hands should be washed before and after giving minor first aid, and changing soiled or wet clothing.
2. Minor cuts should be covered with plasters, this applies to staff and pupils.
3. Care should be taken to avoid blood being splashed or transferred from one person to another.
4. Spillages of blood, vomit or blood contaminated faeces should be promptly cleaned up using BIOMAN compound.
5. Contaminated towels, swabs, cotton wool etc should be double bagged and contaminated clothing put in a polythene bag until it can be washed.
6. Each classroom is provided with a plastic apron and a pair of disposable gloves in a sealed bag. Disposable plastic gloves should be used at all times when dealing with blood and body fluids. Use the plastic apron when large quantities of blood are spilled, eg. nosebleeds. Further supplies are available in the First Aid cupboard.