

Edmund de Moundeford Primary School.

First Aid policy.

Types of first aid personnel/ training

The school makes sure that staff are suitably qualified to deal with first aid incidents.

There are a number of staff who have been trained for the following roles

- **Emergency First Aider:** Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders undertake the Emergency First Aid at Work (EFAW) course.
- **First Aid at Work First Aider:** First Aid at work First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. They undertake the First Aid at Work (FAW) course.
- **Paediatric First Aider:** Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid. This is a Department for Education requirement.

First aid kits

First aid kits are located in the main corridor near the defibrillator Key Stage 1, Key Stage 2 bays, the art room and the swimming pool. Dinner staff also carry a lesser stock of items in their supply bags. The defibrillator machine is on the wall outside the hall entrance doors, next to the ICT suite.

Users of the premises outside school hours are informed of the location of the kits and defib through lettings information.

The kits are regularly maintained. The school has a travelling first-aid kit to take on educational visits etc. Medication is not kept in first aid kits. Please refer to the school's Medical Conditions policy.

Recording first aid treatment

It is necessary to record any first aid treatment that is given on our form which requires a record of:

- the date
- the address where incident happened
- exact location on site of the incident
- task/ activity taking place and what happened
- injury
- part of body affected
- the full name of the injured person
- their status e.g. pupil

- details of treatment given
- what happened to the person immediately afterwards, eg went back to work, went home, went to hospital
- name, position and signature of the first aider

These forms are also used for adults. They must be handed into the office immediately for filing.

The OSCHENS online portal is used to record incidences where the child was taken straight to hospital.

Reporting to parents about injuries

Minor bumps and injuries might be notified to parents and carers, depending on the extent of the injury, at the end of the school day. This will be by means of a note in the home communication book or through face to face contact.

When a child bumps their head we always notify parents and carers. Depending on the severity of the injury, parents will either be phoned immediately or for less serious cases contact will be via the home communication book, an email or face to face contact. Members of staff and midday supervisors who have dealt with head bump injuries or other serious injuries during play times or lunch times will make sure that the relevant staff are made aware so that the child can be closely monitored during the rest of the school day.

Parents will be informed if their child suffers any other serious injury as soon as possible, usually via a phone call.

Insurance implications for first aiders

School staff would not normally transport casualties in their own vehicle and certainly not unless their car insurance covers them for business.

The school has an AED which a number of members of staff are trained to use. It is regularly serviced.

Control of Infection

Staff should follow the guidance below:

- Always cover open wounds on your own hands with a waterproof adhesive dressing
- Where practical a pair of disposable gloves (latex or nitrile) should be worn when dealing with bleeding or when cleaning up body fluids or excreta
- All used gloves, waste dressings and other contaminated waste should be placed in a plastic bag for disposal
- Any blood splashes on the skin should be washed off with soap and water

- Never re-use disposable equipment or use to treat more than one casualty.

Dealing with Blood and Body Fluid Spills

Spillages of blood, vomit, urine and excreta should be cleaned up promptly.

The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn.
- Any spilt blood or other body fluids should be cleaned up, either with Sani-Dri or by using the correct mop and water. Yellow waste bags should be used.