



# Fallings Park Primary School

## First Aid Policy

2023

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## First Aid Policy 2023

### Trained First Aiders

All Level 2,3 and 4 Teaching Assistants, Year Leaders and Lunchtime Supervisors are trained in Emergency Paediatric First Aid and First Aid at Work.

All Year Leaders and Teaching Assistants in Early Years are trained in Paediatric First Aid and First Aid at Work.

### Location of First Aid Bags and Log Books

School Office: Whole School Incident Log Folder

- EY kitchen: EY First Aid Bag
- Poplar: KS1 First Aid Bag
- KS2 Disabled Toilet: KS2 First Aid Bag
- Parent Partnership Disabled Toilet: Parent Partnership First Aid Bag

Key Staff are trained to operate the community defibrillator which is stored in the Staff Room.

Please inform the school office if equipment in these bags is missing or running low. Members of the office team will check their bags on a weekly basis.

- **It is the responsibility of the person in charge of the child to report the incident to the named first aider.** This may not always be their class teacher.

### Reporting Procedures

- All incidents involving injury must be reported in the log folder.
- Following completion of a Parent Letter the letter is given to the child and a copy goes into the Incident Log Folder
- During lunchtimes lunchtime supervisors take responsibility for all first aid incidents. If they need support, they will speak to the Year Leader.
- If it is decided that the child requires medical attention, then parents should be informed by phone. This is undertaken by the school office. It is the decision of the parent/carer that the child be collected or not. Make sure that these children are not left unattended.
- In a medical emergency a member of Leadership Team is informed, and emergency services are called. The parent/carer is informed of this by phone as soon as is practicable. Make sure that these children are not left unattended.
- All actions subsequent to initial completion of the incident form should be added to the form itself.

### Dealing with spillages

In the event of an accident in the workplace or members of staff or the children becoming ill, it may be necessary for you to deal with spillages of bodily fluids such as blood, vomit, urine or faeces. This should be done by following the instructions below.

- Remove watches and rings if appropriate and put on disposable gloves.
- The spillage should be covered with absorbent powder which is found near the first aid bags
- Dispose of the gloves and any other discarded articles in a plastic bag and put in a clinical waste bag or nappy bin which should be tied at the top to seal.

- Soiled clothing should be sealed in a plastic bag. Parents should be called to collect.
- Finally DO NOT forget to wash your hands.

As standard routine, any changing mat should be wiped down with sterilising spray between each and every nappy change and hands washed.

Any cuts or rashes on the hands MUST be covered at all times.

The above guidelines also relate to dealing with blood injuries in children

THESE RULES ARE AS MUCH FOR YOUR OWN SAFETY AS PREVENTING CROSS INFECTION BETWEEN CHILDREN. IT IS IMPERATIVE THAT THEY ARE FOLLOWED

## **Visit procedures**

It is the responsibility of the visit leader to ensure that there is sufficient first aid provision for that visit. All travel first aid packs are located in the stock room. Please ensure that the designated first aider is informed of any stock that needs replacing in these packs. Please ensure that pupils who suffer from asthma have their inhaler with them throughout the visit.

## **Head injuries**

All head injuries should be carefully checked and reported in the incident book. Children suffering a head injury MUST be given a Parent letter. If there are any doubts about their condition, please consult a member of the Leadership team.

## **Asthma**

Please refer to the NHS policy for Asthma care and our Asthma and allergy policy.

An emergency inhaler is located in the staff room. Any pupil having an asthma attack during school should be reported in the accident book and parents informed at the end of school using the appendix in First Aid Policy.

**Fallings Park Primary School**

Child's Name \_\_\_\_\_ Child's Class \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

**Superficial Cut or Graze**

Clean

Plaster

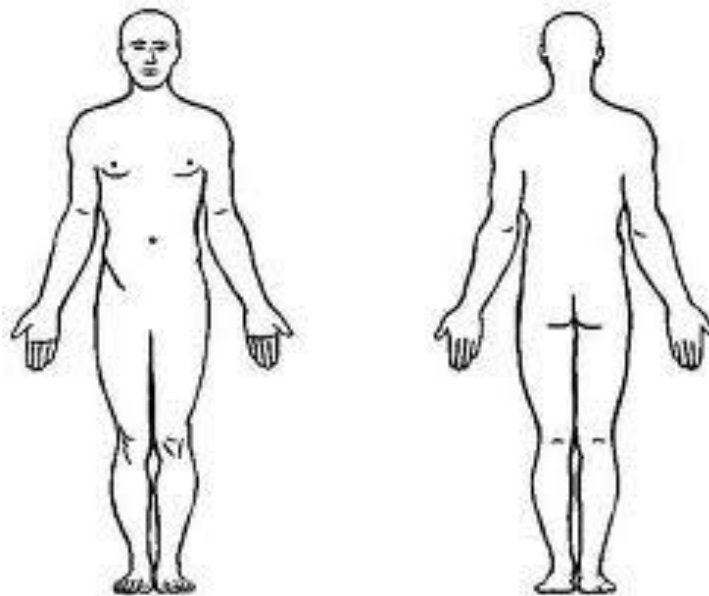
**Swelling or Redness**

Clean

Cold Compress

**Breathlessness**

Inhaler



**Details of Incident**

**Injury that requires further action (inform parent enquiries who will contact parent).**

Your child will have been monitored by staff to check if their condition worsens. Our staff are first aid trained but they are not medical staff, if your child's condition worsens and especially if your child shows any of the following symptoms, we advise you to seek further medical advice.

*Increasing headaches, vomiting, drowsiness, bleeding from ears/nose/throat, double vision, slurred speech, high temperature, skin rash.*

**Form completed by:** \_\_\_\_\_