

Buckinghamshire County Council Education Department

**MILLBROOK COMBINED SCHOOL
AND NURSERY**



FIRST AID POLICY

Reviewed Spring 2011

FIRST AID POLICY

1. INTRODUCTION

Everyone recognises the importance of first aid. It can save lives and prevent minor injuries becoming major ones especially if it is administered promptly.

This policy covers the arrangements that need to be made to ensure that appropriate treatment is given to injured or sick people, including:

- treatment for the purpose of preserving life and minimising the consequences of injury and illness until help from a medical practitioner, paramedic or nurse can be obtained;
- treatment of minor injuries which would not necessarily need treatment by a medical practitioner or nurse.

This policy does not cover giving tablets or medicines to treat illness which is dealt with in the Administration of Medicines Policy.

The regulations on which this policy is based apply only to employees and not specifically for pupils or visitors. First aid provision for pupils is equally important and is enshrined in common law under the “in loco parentis” doctrine.

2. DEFINITIONS

Welfare Assistant/First Aider - The school has 1 person who has successfully completed a recognised first aid at work course (normally 4 days duration) and has an up-to-date first aid at work certificate which must be renewed every three years, usually by attending a 2 day refresher course.

Trained person for Managing Medicines - The school has 3 qualified first aiders who have successfully completed the Managing Medicines course. This is renewed every 3 years.

Qualified First Aider - The school has 26 qualified first aiders who have successfully completed the Emergency First Aid in Schools course delivered by St John Ambulance. This is to be renewed every 3 years.

Paediatric First Aid Trained Staff - The school has 8 qualified first aiders who have successfully carried out the Paediatric first aid training delivered by St John Ambulance, in order to meet the statutory requirements for the provision of children aged 5 years old or younger. This is to be renewed every 3 years.

Appointed Person / First Aider / Welfare Assisstant -

- take charge of an emergency first aid situation. The person should, where possible, have;
- attended an emergency aid course (normally 4 hours duration). The certificate must be renewed every 3 years;
- ensure that an ambulance or other professional medical help is called in an emergency;
- look after the first aid equipment, eg, restocking the first aid box.

Appointed persons should not give first aid treatment for which they have not been trained. They should however receive emergency aid training about the following topics:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid and the unconscious casualty;
- first aid for the wounded or bleeding.

N.B. Doctors and Nurses

Practising registered medical practitioners, and practising nurses whose names are entered on Part 1, 2 or 7 of the Single Professional Register maintained by the United Kingdom Central Council for Nursing, Midwifery and Health Visiting may be regarded as first aiders.

- The names/numbers of first aiders/appointed persons can be found in Appendix 1;

3. PROVISION OF FIRST AIDERS

First aid provision is available at all times while people are on school premises and also off the premises when on school visits.

Teachers and other staff in charge of pupils are expected to do their best at all times and particularly in emergencies, to secure the welfare of the pupils at the school, in the same way that parents might be expected to act towards their children. The consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

In the event of a claim alleging negligence by a member of the school staff action is likely to be taken against the employer rather than the employee. The County Councils insurance arrangements provide full cover for claims arising from action likely to be taken of staff acting within the scope of their employment.

4. FIRST AID FACILITIES AND EQUIPMENT

First Aid Boxes

- The numbers and locations of first aid containers can be found in Appendix 2;

Each first aid box contains:

- HSE Leaflet: Basic Advice on First Aid at Work;
- 20 individually wrapped, sterile adhesive dressings (assorted sizes);
- NB. Blue detectable dressings should be available in food preparation areas;
- 2 sterile eye pads;
- individually wrapped moist cleansing wipes;
- 4 individually wrapped triangular bandages (preferably sterile);
- 6 safety pins;
- 6 medium sized individually wrapped, sterile unmedicated wound dressings (approximately 12 cm x 12 cm);
- 2 large sterile individually wrapped, unmedicated wound dressings (approximately 18 cm x 18 cm);
- one pair of disposable gloves (Latex free, powder free);
- NB Where no mains water is readily available, a small supply of sterile water should be available for eye irrigation.

First aid boxes are restocked as soon as possible after use and checked termly. The responsibility for replacing the contents is noted in the health and safety policy statement.

Additional First Aid Materials and Equipment

Additional materials and equipment are kept in the Medical room, which are readily accessible to appropriate staff, such as;

- scissors;
- adhesive tape;
- disposable aprons;
- individually wrapped moist wipes.

The Medical Room also contains:

- sink with running hot and cold water
- a supply of drinking water

- soap and paper towels
- a store for first aid materials
- a clinical waste bin for the disposal of dressings etc
- a clinical waste bin for the disposal of nappies
- chairs, blanket, pillow, bed
- easy access to disabled WC

TRAVELLING FIRST AID BOXES

Arrangements for off site activities

When groups are leaving the site they take with them:

- mini first aid kits (bum bags)
- sick buckets/bags
- pupil accident books
- first aid manuals
- healthcare plans for specific individuals
- risk assessments for specific individuals
- any necessary medication including inhalers

The contents of the travelling first aid kits are:-

- HSE Leaflet: Basic Advice on First Aid at Work;
- 6 individually wrapped, sterile adhesive dressings;
- 1 large sterile, unmedicated dressing - approximately 18 cm x 18 cm;
- 2 triangular bandages;
- 2 safety pins;
- Individually wrapped moist cleansing wipes;
- 1 pair of disposable gloves (Latex free, powder free).

Items Not Permitted in First Aid Kits

First aiders are not permitted to carry out treatment of minor illnesses and will only be trained to use the standard items in a first aid box. Therefore, only those items listed above are permitted to be kept in the first aid box.

Tablets, medicines, antiseptics (eg Dettol, TCP, Savlon, etc), burn and sting treatments are not permitted. These items, if administered, can under certain circumstances make a condition worse or interfere with any hospital treatment which may be required.

5. FIRST AID NOTICES

Notices are posted in conspicuous positions around the school giving the location of first aid equipment, facilities and names and location of first aid personnel.

Responsibility for keeping notices up to date is noted in the health and safety policy statement.

6. RECORD KEEPING

A record is kept of any first aid treatment given. The record includes:

- name of person treated;
- date and time of treatment;
- nature of injury or illnesses;
- treatment given/action taken;
- signature of person making record;
- how the parent/carer was informed;
- feedback from the parent/carer if any.

This record is in addition to completion of the usual accident report form where necessary. A standard First Aid Record Form for recording this information is given at Appendix 3.

7. DISPOSAL OF USED MATERIALS

All staff must take precautions to avoid infection. Hygiene procedures must be followed.

Staff should use single use disposable gloves and should take care when dealing with blood or other body fluids.

Items contaminated with blood or other body fluids should be treated in the following ways:-

- Disposable items, unless very small and capable of being flushed away, should be sealed in a plastic bag and disposed of with general waste;
- Clothing can be cleaned in an ordinary washing machine on the hot cycle;
- Other equipment and surfaces can be cleaned using a hypochlorite solution eg bleach (one part bleach to ten parts water) or Milton 2.

Staff should have access to single use disposable gloves and should take care when dealing with blood or other body fluids.

8. FIRST AID DURING CLASS TIME

Medical boxes are situated outside classrooms for minor injuries. Teaching assistants deal with these minor injuries and record them in the day book.

9. FIRST AID DURING LUNCHTIME

Mid day supervisors are trained and have mini traveling first aid kits as well as a walkie talkie to contact the welfare assistant when they are on the playground. The first aider is situated in the medical room at all times and is on call if assistance is needed.

10. ADDITIONAL GUIDANCE FOR HEAD INJURIES

- Phone calls are made to the parents/carers for all head injuries.
- Banged head stickers are given to the children, so that staff members are aware.
- Injury is reported to the class teacher
- Child also takes a letter home to inform the parent/carer that a head injury has occurred.

11. NOTIFICATION OF PARENTS/CARERS

- Phone calls are made of major injuries and head injuries (Emergency contact numbers for all pupils are situated in the medical room.
- Parents/carers are notified at the end of the day if contact could not be made even for minor injuries.
- Letter or injury cards are given to the pupils to take home.

12. PUPILS WITH SPECIAL MEDICAL NEEDS - INDIVIDUAL HEALTHCARE PLANS

Parents are advised to come into school to fill in a Healthcare plan together with the welfare assistant/First Aider. The school nurse, healthcare professionals (depending on the level of support a child may require), head teacher, the child, parent/carer, teacher, support assistant or staff trained to administer medicines may also need to contribute to the healthcare plan.

13. FURTHER ADVICE

Further advice or information can be obtained through the Health and Safety Team (01296) 382096/382400/382449 based at County Hall, Aylesbury.

See also:-

County Council Code of Practice on Hepatitis "B" and HIV. (Health & Safety Handbook - Section 8.1)

First Aid Needs in Your Workplace, Your Questions Answered (HSE free leaflet IND(G) 3(L) revised)

First Aid at Work, Health and Safety (First Aid) Regulations 1981, Approved Code of Practice and Guidance L74 (1997) ISBN 0 7176 1050 0, HSE Books, reference copy available from Health & Safety Team.

Guidance on First Aid for Schools (a good practice guide) (DfEE (1988))

Aids in the Workplace. A guide for employees. Health and Safety Executive Employment Department

This policy also runs alongside:

- The Health and Safety Policy Statement
- The Administration of Medicines in School Policy
- The Asthma Code of Practice
- The Head Lice Policy

FIRST AID CHECKLIST**Persons trained to First Aid at Work Level**

NAME	LOCATION	TELEPHONE EXTENSION	CERTIFICATE EXPIRY DATE
Mena Chopra	Medical Room	221	23/2/12

Persons trained in Managing medicines

NAME	LOCATION	TELEPHONE EXTENSION	CERTIFICATE EXPIRY DATE
Mena Chopra	Medical Room	221	26/1/13
Jo Hackney	L Mentor Room	215	26/1/13
Bev Taylor	Family Room	219	26/1/13

Persons trained in Paediatric First aid for Early years

NAME	LOCATION	TELEPHONE EXTENSION	CERTIFICATE EXPIRY DATE
Samina Jabeen	MAC	207	1/9/12
Karen Spiers	4KS	229	2/3/12
Ann Whytewood	RAW	218	2/3/12
Sue Hammond	Nursery	216	9/2/13
Katie Hughes	Nursery	216	9/2/13
Yasmin Mirza	Nursery	216	9/2/13
Dawn Waldron	FS	217	9/2/13
Debbie Pike	RAA	217	9/2/13

Persons trained to Emergency First Aid in School Level

NAME	LOCATION	TELEPHONE EXTENSION	CERTIFICATE EXPIRY DATE
Kesh Ghadiali	5GT	210	16/1/11
Melanie Le Ferve	3SK	227	16/1/11
Mussarrett Lohdi	RAA	217	16/1/11
Khatoon Khan	Dining Hall	224	16/1/11
Sadia Khaliq	Dining Hall	224	16/1/11
Anna Brashier	1CU	214	10/12/11
Gareth Durban	4LS	228	10/12/11
Christine Eaves	1CE	213	10/12/11
Jo Hackney	L Mentor Room	215	10/12/11
Natasha Kann	DHT Office	204	10/12/11
Dotty Minton	4LS	228	10/12/11
Sofia Mobeen	4LS	228	10/12/11
Sarah Moorst	3SM	226	10/12/11
Amy Carr	2AC	212	21/1/13
Vanessa Carver	Library	225	21/1/13
Sarah Kennedy	3SK	227	21/1/13
Debra Mansfield	HT Office	205	21/1/13
Mayura Patel	3SM	226	21/1/13
Jill Stevens	Caretakers Room	223	21/1/13
Gillian Turner	5GT	210	21/1/13
Chayleen Uys	1CU	214	21/1/13
Marta Wajszczak	4LS	228	21/1/13
Rachel Allick	3SK	227	14/12/13
Patsy Baptiste	MAC	207	14/12/13

Millbrook Combined School

Liza Crayden	Office	201	14/12/13
Rafina Khatoon	1CE	213	14/12/13
Maryse Potts	4KS	229	14/12/13
Bev Taylor	Family room	219	14/12/13
Kerri Walsh-Wells	6AW	208	14/12/13
Deb Watson	5DW	209	14/12/13
Jo Peters	Literacy Room	-	14/12/13