

## **Heaton Park Primary School** **First Aid Procedure and Policy**

**This procedure must be followed by ALL members of staff when treating an injury at school.**

**This procedure applies to children and adults alike.**

### **If the injuries are life threatening**

- Immediately send for the Headteacher, Deputy Headteacher and trained first aider.
- Remember at the scene that you must ensure the area is safe before taking any further action. Call for help
- The most capable first aider with the injured person will provide immediate emergency first aid (**A**irways, **B**reathing, **C**irculation, recovery position) until the Headteacher or other person with first aid training arrives.
- A member of office staff will immediately call 999 and ask for an ambulance.
- Whilst providing First Aid, try to find out how the accident happened so that you can provide doctors/paramedics with the information. Stay calm, keep other children away and reassure the injured person.
- The school office will contact the parents/next of kin to inform them of the situation and collate personal details for the ambulance staff.
- The SMART report is then completed.

### **If the injuries are acute, but not life threatening**

(If in doubt treat an injury as life threatening – see 1 above)

- These are injuries which require immediate medical attention. (Serious head injuries, broken bones, acute cuts).
- Immediately send for the Headteacher or Deputy
- Provide appropriate first aid (see below) until the Headteacher, Deputy or trained first aider arrives.
- Headteacher, Deputy or trained first aider will decide whether to contact the parents/guardians to take the child to hospital or whether to phone for an ambulance. (If appropriate the injured person may be taken to Accident and Emergency in a car. Two members of staff to accompany them) Taking contact details with them.
- The SMART report is then completed.

### **Non-acute child injuries**

- Discover the extent of the injuries.
- Provide appropriate first aid – see below.
- If appropriate move child into school, at the entrance hall, and inform the Office Staff. If in doubt do not move the child until first aider arrives to give further support.
- Check again whether the child is aware of any other injuries.
- Monitor the child. If the injuries are not deteriorating and the child appears to be alright s/he may return to class. **The child's teacher must be informed if it was a head injury and the parents will be rung – see Head Injuries below.** (Remind the child to tell the teacher or other member of staff if they feel worse or if something else starts hurting).
- If the injuries are deteriorating the office staff will contact the parents and inform them of the accident and ask them to pick up their child.
- The child is given a displayed sticker to indicate they have received first aid.

**All levels of injuries:** complete an accident note and give to the child to give to the parents. These are kept in the accident book in the stock room. **For all injuries** tell the child to tell his/her teacher about the injury or tell the teacher yourself if necessary.

**If the person treating the injury is uncertain about what to do s/he must inform the Headteacher, Deputy or trained first aider immediately.**

## **First Aid**

### Appointed Person

The Appointed Person is the Headteacher. Most of the teaching and non-teaching staff have received First Aid training in the last three years. For those staff who know their training is out of date or who are unsure when they were last trained speak to Headteacher to check if more training is required.

### First Aid Kits

The main First Aid Box is in the stock room next to the main office – Gill Taylor ensures this box is kept stocked (and classroom boxes).

### Hygiene

Disposable gloves must be worn when dealing with body fluids (blood, urine, faeces). If a child is injured, cover cuts and abrasions with a waterproof plaster first then give other first aid, unless it is a life threatening situation, in which case provide emergency first aid immediately. If mouth to mouth resuscitation is required this must begin immediately. Use a resuscitator if one is available, but do not delay mouth to mouth whilst looking for one. Serious infection is highly unlikely from mouth to mouth.

Splashes into eyes or mouths should be rinsed for several minutes with clean cold water.

### Basic First Aid

Cotton wool must not be used for cuts or wounds. Wounds must be cleaned by rinsing lightly under running water. Cotton wool can be used as a cold compress, to clean around an injured area where the skin is not broken.

Rinse puncture wounds with clean cold water, but let them bleed freely and cover with a sterile dressing.

Splinters – We should not try to remove these. If only a small splinter, it could be covered with a dressing. If a large one, the parent should be rung as we are **not allowed** to remove it.

## **For All Accidents**

- Speak with others who were involved or who saw the accident to find out how the accident occurred.
- If the accident requires medical treatment outside of school it is deemed as ‘Reportable’ and must be recorded using SMART Reporter. (Please note: ‘Reportable’ accidents do not include typical playground accidents such as bumping into one another, falling over whilst running/walking etc.)
- All accidents should be recorded in the **Accident Book**.

## **Head injuries**

**If the injury is to the head (this includes the skull, face, nose, ears, mouth, eyes) tell the Headteacher, Deputy or senior teacher, and contact the parents by phone as soon after the accident as possible and explain what has happened, so the parents/carers can monitor their child for signs of any injuries that were not immediately apparent. The parent/carers may be asked to collect their child and take him/her home. Or the parent/carer may be informed that in the opinion of the first aider, the child is well enough to stay in school, but the parent/carer is welcome to come to school and check the injury for themselves.**

## **Sending an ill child home**

If a child is taken ill in school, then the office should be informed immediately. If a child is deemed to be sufficiently unwell that s/he needs to be sent home then the parents must be contacted as soon as possible in order that they may collect their child from school. All children sent home must be recorded in the “Illness Register” which is located in the office.

## **Referring to hospital**

(A SMART report is completed)

If the accident is such that a visit to hospital may be required the parents must be contacted as soon as possible to inform them of the accident and to ask them to take their child to casualty.

If the accident/illness is of a very serious nature an ambulance must be called immediately and the parents contacted as soon as possible. A member of staff will accompany the child in the ambulance if the parents have not been able to get to school in time.

If there is any doubt as to how serious an accident is then a senior member of staff must be consulted immediately. All accidents/illnesses which are serious enough to possibly require hospital treatment must be reported to a senior member of staff as soon as possible.

**In all cases of accident and illness the child's wellbeing is the primary concern and therefore it is better to be over cautious when making judgements and deciding on what action to take.**

**February 2015. This policy will be reviewed annually.**

**Lucy Cooper**