



# **First Aid Policy** **Wincle CE Primary School**

Version: APPROVED  
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## Version control

Date updated:	Brief summary of changes:
November 2023	We have now stipulated that any incidents that lead to first aid being required that are more serious than the normal cuts and bumps, will be reported on the PRIME system.

### Our school's vision:

*Wincle School creates an enriching and outstanding rural education, nurturing the whole individual: body, mind and soul, inspiring rounded, happy, courageous children who exhibit a passion for learning, a confident faith, a loving concern for community and an inclusive respect for all.*

We encourage our pupils to 'Shine like Stars' (Philippians 2:15) and to do this run with the following acronym:

<b>S</b>	Service	<p>★ No act of kindness, no matter how small, is ever wasted." Aesop</p> <p>★ We would like our pupils to have the confidence to know that they can make a difference: have <b>hope</b> for the future.</p> <p>★ We encourage our pupils to challenge injustice and inequality</p>
<b>T</b>	Theology	<p>★ Our principles are founded on the truth that we are loved by the Father, Saved by the Son and Sanctified by the Holy Spirit.</p> <p>★ We want to ignite passion and curiosity for learning, providing an exciting curriculum to inspire all learners to be the best they can be.</p>
<b>A</b>	Attitude	<p>★ We encourage our pupils to show integrity</p> <p>★ We would like our pupils to have the courage to fight for what is important</p> <p>★ When things are challenging, we would like our pupils to display <b>perseverance</b> and not give up.</p> <p>★ Learn from yesterday, live for today, hope for tomorrow" Albert Einstein</p>
<b>R</b>	Relationships	<p>★ We nurture the whole individual: body, mind and soul</p> <p>★ We encourage the pupils to <b>respect</b> every living creature and show compassion.</p> <p>★ We would like our children to treat other people as they would like to be treated following Jesus' example.</p> <p>★ We are all unique</p> <p>★ We help all children build trusting relationships</p> <p>★ Clothe yourselves with <b>compassion</b>, kindness, <b>humility</b>, gentleness and patience.' (Colossians 3:12)</p>
<b>S</b>	Shine like stars	<p>★ "I am the Light of the world; he who follows Me will not walk in the darkness, but will have the Light of life." (John 8:12)</p> <p>★ We would like our pupils to shine in their behaviour, attitudes, relationships and learning.</p>

## **FIRST AID POLICY**

The purpose of first aid at Wincle School is to attend to immediate needs and to seek further help if necessary. First aid can save lives and prevent minor injuries becoming major ones

### Procedures

If a child is taken ill during lessons, they are monitored and supervised by a teacher or teaching assistant either in the first aid room or classroom. If a minor injury occurs, wherever possible it is attended to in-situ; otherwise the child will be sent to a Paediatric Qualified First Aider. If further advice is needed, then the senior teacher in school will be sent for.

Only the Head teacher, or the person in charge, can authorise a child going home.

Staff who are qualified Emergency First Aiders (see Register of First Aiders) should deal with all

minor injuries. Injuries should be recorded on a 'Wincle First Aid Report' on the first aid clipboard in each class. Parents will sign this form at the end of the day and the form is then stored.

A Paediatric First Aider (see Register of First Aiders) will deal with any head bumps / serious injuries. A head bump note text will be sent informing parents directly that an injury has occurred.

The First Aid Report Form contains forms which detail pupil name and class; date and time of injury; type of injury; detail of first aid given; name of attending First Aider; whether the injury has required a parental phone call and advice if the injury is a head bump (this should be circled or highlighted when necessary).

If an injury is assessed as possibly needing further medical help, then parents should be contacted and the Head teacher informed. Serious injuries must be reported to the Head teacher as an accident form may have to be completed and sent to the L.A. (RIDDOR via PRIME reporting)

Other injuries, that are more serious than a bump or graze, will be reported via PRIME at the headteacher's discretion.

In the event of an emergency injury or medical concern, an ambulance should be called immediately, parents informed and a Paediatric First Aider to attend until the ambulance arrives. There must be another adult present at all times. A RIDDOR form must then be completed and the Governing Board informed.

### **BASIC FIRST AID PROCEDURES:**

Wash cuts and grazes in clean water and use an antiseptic wipe if necessary. (Always wear protective gloves when dealing with blood).

Apply cold compress (ice packs are kept in the kitchen refrigerator) to sprains and bumps.

Apply a sterile dressing if absolutely necessary.

### **FIRST AID KITS**

Well-stocked First Aid kits are located as follows:

- Main Kit & additional supplies in First Aid Room
- Sports First aid Kit (for off the premises sports events) in the First Aid Room
- Mini-First Aid kits in the hall
- First Aid bag for playtimes and PE lessons in the hall

Miss Emma Jones and Mrs Gail Massey are in-charge of keeping supplies and First Aid kits stocked. All staff are responsible for transferring Minor Injury forms to a central file in the Medical Room every half-term.

### **FIRST AID AT PLAYTIMES/LUNCHTIME:**

At least one Paediatric First Aider will be on duty at one time, where possible.

During all playtimes, the First Aid bag and accident reporting slips should be taken outside.

## **MEDICINES (see Administration of Medicines Policy)**

The school is not obliged to dispense medicines to children but offer this service provided that there is a signed consent form (Permission to administer Medicine Form) and medicine has been advised by a Medical Professional.

Completed forms are kept in the Medical Room; prescribed medicines are kept in a locked medicine cabinet or fridge.

## **MEDICAL CONDITIONS (see Medical Needs and Care Policy)**

A list of the names, with photographs, of all children suffering from particular medical conditions is kept in the First Aid Room. Individual Health Care Plans are kept in the Medical Room and with relevant medication in the classroom.

Asthma Children suffering from asthma will have their own inhalers, especially for P.E., games, swimming lessons and school visits. Inhalers will usually be kept in the First Aid Room or with a teacher in class.

In the event of an asthma attack, staff should:

- Ensure that the child uses his/her reliever inhaler;
- Stay calm and reassure the child;
- Help him/her to breathe by loosening clothing round the neck.
- Fill in the record sheet documenting the date, time and number of puffs.

If there is no improvement after five or ten minutes then the parents should be contacted and an ambulance sent for.

Other Medical Conditions detailed information relating to the treatment of individual children with other specific medical conditions, e.g. diabetes, nut allergy etc. is kept on the notice boards in the First Aid Room and the main school kitchen. This is to remind staff of these specific needs.

Related Policies and Documents:

- Medical Needs and Care Policy
- Asthma Policy
- Administration of Medicines Record
- Administration of Medicines Policy
- Intimate Care and Working Alone Policy
- First Aiders Register

## **Respiratory Illness**

In all education, childcare and social care settings, preventing the spread of respiratory illnesses involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:



- minimising contact with individuals who are unwell by ensuring that those who are displaying symptoms do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)