

# **Cobbs Brow School**

## **First Aid and Medication Policy**

**Oct 2022**

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## **First Aid and Medical Attention Policy and Procedure**

### **Purpose**

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

### **First Aid Provision**

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders in the school.
- Portable First Aid kits are taken on educational visits and are available from the School Office.
- An identified member of staff will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, diabetes, the use of an epipen.
- All staff will ensure that they have read the school's First Aid Policy.

### **First Aid Boxes**

First Aid Boxes are located in:

- Deputy's room and Infant 4 - grab bag
- small kit in each key stage
- Junior resource area
- Infant store

Supplies from reprographics room

No medicine/tablets are to be kept in the first aid boxes.

### **Procedures**

In school:

- In the event of injury or medical emergency, if possible contact the appointed First Aider(s) or other Teacher. Names listed in office, junior resource area and infant resource area
- Any pupil complaining of illness or who has been injured is sent to the qualified First Aider(s) to inspect and, where appropriate, treat. The child will be taken to the office. The head or deputy will be called to assess the situation. Constant supervision

will be Parents should be contacted as soon as possible so that the child can be collected and taken home if required.

- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff).

- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- All serious accidents should be reported to Head Teacher/deputy or First Aider who should call an ambulance and the child's parents ASAP (numbers located in office blue box, pupil contact numbers next to phone)
- In the event of a serious incident an ambulance is called a member of staff accompanies the pupil to hospital.  
Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without First Aid Policy Page 3 using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.
- If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.

### **Out of School:**

- Visit leaders must take a MOBILE TELEPHONE on trips out of school and have access to school and other staff contacts. Medical forms must be completed by all parents with medication and emergency contact numbers. Teachers to check that pupils who have asthma take their inhalers. All staff taking part in the event should complete a medical form and this should be handed to the group leader.
- If the trip is via Minibus or coach teachers must take a first aid kit and spillage kit.

### **Educational Visits**

- a) The EVC has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' (as set out in the Health & Safety Handbook) when organising a visit. All staff should have a copy.
- b) A Risk Assessment will need to be carried out as part of an educational trip. Particular attention needs to be paid to:

- Outdoor Educational Visits
- The journey
- Hazardous Activities
- Class Visits
- Swimming Pool Lessons. Swimming instruction is provided by qualified swimming instructors. We use Skelmersdale swimming baths for swimming lessons, and we ensure that pupils adhere to the swimming pool rules.

### **Action at an Emergency (To be undertaken by trained First Aider)**

- Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond.

### **IF THERE IS NO RESPONSE:**

- Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.

- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and check abc- airway, breathing and circulation. Administer CPR.

### **Incident Reporting**

- All minor incidents and injuries and treatment are reported and recorded on accident sheets
- All incidents, injuries, head injuries, ailments and treatment of a serious nature are reported on an HSE1 , kept in the office
- Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- The office contact parents by phone if they have concerns about the injury after head or deputy have seen the child.
- Staff should complete the accident form if they sustain an injury at work. Is will then be entered electronically to LCC

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

The member of staff or other supervising adult concerned should seek medical advice without delay.

### **Administration of Medicines**

Designated staff administer medicines (stored in Office drawer) A record will kept of any medicine administered under these circumstances, and parents will be informed.

Only prescribed medicines that are required four times a day are given normally at lunch time when requested

Before any of these medications are given, forms must be completed with written permission from parents must be given. Training is given for children needing medication e.g. insulin. Sharps if required will be placed in spills bin.

### **Body Spillages/HIV**

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the main first aid boxes and are available from the School Office.
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- All body fluid spillages (Vomit, diarrhoea and Blood) must be cleaned immediately. This is vital if the spread of infection is to be reduced. Appropriate buckets are available from the site supervisor's room and access to the room is mad by the office staff. COSHH and data sheets must be read when using cleaning products. Gloves should be worn when in contact with blood or body fluid is likely. Following use, gloves must be thrown away.
- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dust pan and brush is available for body spillages and is kept in the Site supervisor's room. Wash the affected area with warm water and detergent and dry. Single use latex gloves should be available for first aid and hygiene care procedures (these are available from the School Office)

Once spillages have been put into newspaper, hands must be washed and dried after removal of protective gloves.

- Once spillages has been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal.

## **Head Lice**

- A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.
- If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her from class and return to school once treated. This information will be placed on the general letter.

## **Evaluation and Review**

This document was updated and modified through a process of consultation with teaching staff and Governors. It is the responsibility of all staff and governors to monitor their adherence to this policy. The policy is reviewed annually.

**This policy was updated Oct 2023**

**To be reviewed: Oct 2025**

**This policy was approved by the school governing body**

**Signed:** *Kevin Davidson*

(Chair of Governors)