

BANGOR INTEGRATED NURSERY SCHOOL

FIRST AID POLICY



Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This care should extend to emergency first aid provision, the administration of medicines to dealing with Asthma, Anaphylaxis and headlice.

In accordance with the Health and Safety Regulations (First Aid) 1982, the staff of Bangor Integrated Nursery School will abide by the following policy in situations where it is considered that first aid is required.

It is the policy of Bangor Integrated Nursery School to provide emergency first aid to any person who is within the premises and grounds or to any pupil or member of staff on an educational visit outside school.

Purpose

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid and medicines
2. Clearly defines the responsibilities and the staff
3. Ensures the safe use and storage of medicines in the school
4. Ensures the safe administration of medicines in the school
5. Ensures good first aid cover is available in the school and on visits

Procedure

In addition to the Principal, two members of staff will be given initial First Aid at Work training in first aid techniques from a qualified body recommended by EA ie The British Red Cross or St John's Ambulance. Two members of staff will be recognised as qualified first aiders and will hold a first aid certificate that will be maintained on a regular three-year basis. The school will provide update training for qualified first aider/s who will brief other members of staff and update the first aid policy. All staff will attend a Pediatric First Aid course, led by a qualified body, and will hold a certificate which will be updated every three years.

In Bangor Integrated Nursery School the named First Aiders are: **Mrs Fiona McFetridge and Miss Nicola Wallace.**

One first aid kits will be maintained in the school office, both kitchens and one in each classroom bathroom. Each will contain materials recommended by the EA's guidelines on first aid. It will be the responsibility of the qualified first aiders to maintain these boxes. There will be one kit available for use on educational visits outside school.

First aid kits will contain:

- waterproof adhesive dressings (smaller sizes)
- sterile eye pads
- triangular bandages (Calico)
- large sterile dressing pads (no.9)
- medium sterile dressings
- small sterile dressings
- packs of sterile gauze swabs (5 x 5cm)
- sterile non-adherent absorbent dressings (5 x 5cm)
- surgical tape (2.5cm wide)
- blunt scissors
- vinyl gloves (medium)
- alcohol-free antiseptic wipes
- safety pins
- sterile disposable plastic tweezers
- size 01 tubular finger bandage with applicator

Hypo allergenic wipes are available in both class bathrooms for the purposes of intimate care if required.

In all first aid situations, the first member of staff on the scene will administer immediate first aid. Assistance from the qualified first aider/s will be sought as necessary. Superficial injuries, such as small bumps, scratches and grazes, occur regularly in all children as part of normal play and may not require first aid. Where the child is cleaned up and judged to require no further attention but is fit and happy enough to remain in school the child will be told to inform his/her parents of what happened and the treatment given to him/her (e.g. washing of hands). A report slip will be completed for parents to sign. One copy will be given to parent and one copy kept for school records. If deemed necessary the class teacher will complete a longer accident/incident form on the EA accident reporting online system.

For incidents when First Aid is required by an adult (parent/staff/volunteer/student). The first aider will also be the person to provide care and a record kept either on the EA accident reporting portal or through a slip counter signed by the person receiving first aid in place of a parent signature.

ACCIDENT REPORT FORM

Any incident that is believed to have involved a knock to the head will be reported to the child's parents without delay.

The Principal will be informed of all but the most minor incidents requiring first aid and an accident report form will be completed and forwarded to EA. Decisions upon the need for medical attention will be made by the first aider alongside the principal.

Medicines in School

Generally speaking minor cuts, grazes and burns will be treated with water only, before the application of a sterile dressing (when necessary).

No creams or sprays will be used lest a child is allergic to such.

With more severe bumps/grazes/stings, ice packs will be carefully applied to give relief, after wounds have been cleaned.

Kool Pak, single use ice packs are kept in both classrooms.

It is our policy NOT to administer any form of analgesic for pain relief, any form of medication for stomach upsets or any form of linctus for cough relief. Such medication is therefore not part of the contents of our first aid boxes.

Where it is deemed essential that a child must take prescribed drugs (e.g. Asthma inhalers) during school hours, in line with the School's Administration of Medicines Policy it will be necessary for a drug administration form, giving all the essential details to be completed by a parents/ guardian (copies are available from the school office).

Staff have the right to refuse to administer drugs if they are not satisfied with any aspect of the arrangements.

All drugs to be administered must be clearly labeled. With the exception of inhalers for asthma, all other drugs must be inaccessible to children whilst not in use. If necessary drugs may be stored in the fridge.

A record of the time and the dosage of drugs dispensed will be kept.

Parental permission

Medicines will not be administered unless we have the written permission of parents. Drug Administration forms are available from the school office.

If a child refuses to take their medication, staff will inform the parents accordingly.

Inhalers

Children have their inhalers with them on school premises at all times.

Adrenaline Auto-Injector Pens (Epi-Pen, Jext Pen)

Parents will provide two in date pens for their child as well as a copy of their individual Allergy Action Plan. Parents' will replace the pens when used or when out of date.

Pupils with Special Medical Needs – Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be (for example):

Epileptic

Asthmatic

Have severe allergies, which may result in anaphylaxis

Diabetic

Other medical conditions.

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff need to be made aware of the full implications of any medical conditions to ensure that these pupils, and others, are not put at risk. It is the parents' responsibility to provide the school with all relevant medical information. Relevant information will be also be communicated to substitute staff

An individual health care plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP, Pediatrician and/or other medical professionals. If required the school nurse may also provide additional background information and practical training for school staff.

School Visits

In the case of **day visits**, risk assessment will be discussed with the appropriate personnel and a school first aid kit will be taken by the class teacher/s in charge or accessed on site at the place of the visit e.g. Walled Garden, Library.

Parents

Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical conditions. Parents will be consulted annually about medical conditions relating to their children's' school life.

Staff

Details relating to first aid will be made known to staff and they will be reminded annually or otherwise of various procedures.

Review

The named first aiders will review and update this policy annually or as required. It will then be presented to The Board of Governors for consideration.

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STAFF GUIDELINES ON ACCIDENT PROCEDURES

- The exact procedure to follow will depend on the nature of the emergency. The overriding aim is that the casualty receives the most appropriate treatment as early as possible.
- Assess the pupil's injury and seek advice from the named first aider if necessary.
- Report the injury to the Principal if in any doubt that the injury could be serious.
- If the child remains in school make further 'after care' assessments and tell any teacher who needs to know.
- Ensure that the adult who collects the child knows the circumstances of the incident and first aid administered (where relevant).
- Make notes as soon as possible of the circumstances of the injury and complete a school accident form.
- If the pupil needs to go home or to hospital the Principal or designated member of staff will make the necessary telephone calls and arrange for the child to be collected.
- Staff cannot transport children, or sign them into hospital, unless the nature of the injury is so serious as to require immediate treatment. In this case a 999 call and an ambulance may be necessary.
- As soon as practical staff should check with the Principal that necessary procedures have been followed
- Pupils who have allergies deemed necessary to have an "epi-pen" or Jext pen will have photo info sheets in class alongside an Allergy Plan and in the staffroom. Epi pens are kept in each child's class, out of reach of the child but easily accessible to adults in an emergency. The child's class teacher in each case is aware of procedures required to administer an EPI/ Jext pen.
- Minor cuts and grazes can be treated with the contents of the First Aid boxes.
- Single Use Ice packs are stored in each classroom.
- Take care in case any pupil has an allergy to these first aid supplies.
- If the named first aiders are unavailable i.e. off site contact the Principal for assistance and advice.

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STAFF GUIDELINES ON EMERGENCY PROCEDURES

This procedure compliments the established accident procedure. It should be used when there is no time to make a normal assessment. This will probably, but not exclusively, be when a child appears to have lost consciousness.

- When a pupil is unconscious the first trained adult should assess if the casualty is breathing and if not immediately commence CPR
- If an EPI/Jext pen is administered note the times
- Staff should stay with the casualty and send for adult help. If a pupil has to be used as the messenger make sure the pupil knows to use the words – ‘IT’S AN EMERGENCY’
- Try to ensure that one of the adults present is trained in CPR.
- Send for the Principal and again make sure they are aware that it is an emergency.
- As soon as is practically possible, clear the immediate area of children and keep them out of sight until the emergency is over.
- The Principal will ensure that all necessary paperwork is completed and sent to the Board as a matter of priority.

Calling the emergency services

A 999 call should be made as quickly as possible giving all relevant details regarding the casualty. In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. Staff will be expected to support and assist the trained first aider in their decision.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child’s name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school and nearest access to the emergency

In the event of the emergency services being called, a member of staff, should wait by the school gates to guide the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office.

When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child.

Ratified at a meeting of the Board of Governors on _____

To be reviewed in line with the school's policy ratified schedule on/before _____

Signed (Principal) _____

Signed (Chair of Governors) _____