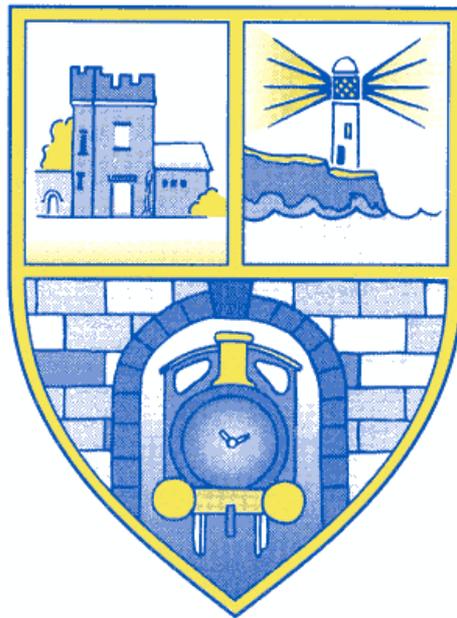


# Whitehead Primary School and Nursery Unit

“Learning & Growing Together”



## First Aid\_

### Rationale

Whitehead Primary School has a number of staff with some first aid training and is prepared to deal with accidents and emergencies to pupils or members of staff.

### **Aims:**

- To provide guidelines and good practice for all staff in providing First Aid treatment.
- To ensure that all accidents/injuries to pupils and staff are dealt with in an appropriate manner.
- To ensure that all First Aid given is properly recorded.

### **Practice**

There will be at least one First Aider in the school with the appropriate First Aid at Work Qualification. (Mr Loughins, Mrs Kidd and at least 3 other members of staff).

### **Duties:**

- Brief other staff in appropriate First Aid measures.
- Make sure all First Aid training is kept up to date.
- Make sure all First Aid given is properly recorded.
- Ensure First Aid boxes are fully stocked at all times.

### **First Aid Provision**

From 8.45 - 8.55 am and during break time there is a rota of supervising staff who are on duty in all the playground areas. Any pupil requiring first aid during these times will be sent or escorted to the office.

At lunchtime, supervisory assistants are on duty and should report any minor incidents to a first aider in the canteen, Any serious accidents/injuries should be reported to the Principal, Mr Loughins. When

Mr Loughins is unavailable then contact the Vice Principal, Mr Baird or Mrs Kidd, Senior Teacher.

Kool Paks (reusable hot/cold packs) are stored in the fridge in Mr Loughins' office or in the staffroom. The Kool Pak should only be used in the event of a major swelling and not for minor bumps or scratches.

Three portable First Aid kits are available for school trips and are stored in the First Aid cupboard in the staff room.

The office and all classrooms have First Aid supplies.

### **Recording Injuries**

- For minor bumps and bruises teachers should complete an accident form which is sent home with the child.
- For more serious incidents an Accident Book is located in Mrs Lowry's Office. Please fill this in after accidents, stating clearly what First Aid treatment has been given. This should be completed by the person who witnessed the accident or who is present at the time of the injury. The form should also be completed by the person who applies the first aid.
- If there is a very serious injury to a pupil (or member of staff) please consult with Mr Loughins, the Principal, who will contact the parents and report the injury as soon as possible and take the appropriate course of action. Should a child need to attend hospital, his/her parents will be contacted and/or the emergency services if necessary. Please see policy on attendance at Accident & Emergency

### **Advice and Information**

- If items are missing from the first aid boxes please inform Miss McLeod and new supplies will be provided.
- In the case of minor grazes, running water should be used to clean the area and no further treatment should be needed. Do not use cotton wool as fibres can remain in the wound. If there is bleeding, the cut should be covered with a sterile dressing and fastened in place.
- In the case of nosebleeds, the head should be held forwards and the fleshy part of the nose held to stop blood.
- In the case of major bangs/bumps to the head or body, a Kool Pak should be applied immediately but for no more than 5 minutes. These reusable packs are kept in the fridge. *Parents will be informed as soon as possible of head injuries after consultation with Mr Loughins.*
- Some of our pupils have severe allergies. Individual Epipens are kept in their classrooms and in the secretary's office. Epipen training is provided annually for staff.
- If a pupil has to go home as a result of an injury, a responsible adult must stay with the child in the reception area until the parent arrives. Pupils must not be left unattended.
- Tweezers, needles and scissors should not be used to remove splinters or other embedded items.
- *Please use disposable gloves during bleeding. Carry these at all times, especially in playground.*

**Date:** August 2018

**Review Date:** August 2021