***Old Warren Primary School***

***First Aid Policy***

***November 2020***

**Introduction**

Old Warren Primary School is committed to promoting and safeguarding the welfare of children. First Aid provision in school is for everyone present in the school: Children, staff and visitors to the school site. This policy outlines our daily policy, practice and procedures for first aid within our school. It should be read in conjunction with the following school-based policies:

**First Aiders in School**

The principal First Aider in our school is Mrs. A McAleenon. Other staff in school have received training and are certified First Aiders. A list of First Aiders is in the main entrance hall. This list is updated in the school office, as needed; particularly when people have updated their training, or when new staff have attended courses and become certified First Aiders.

The Three Main First Aiders are:

Mrs A McAleenon First Aid at Work 21/8/20

Mrs K McMullan First Aid at Work 21/8/20

Mrs N McAleenon First Aid at Work 21/8/20

All staff completed the above training on 21/8/20

**Continuing Professional Development & Training**

* All current First Aiders have the option to renew their qualification, prior to its expiration. Other staff in school are also offered the possibility of attending relevant First Aid training on an annual basis, or earlier, should an additional course arise during the course of the academic year.
* The majority of lunchtime supervisory staff completed First Aid at Work course.
* The school programme of INSET may contain training on specific needs of children, as needs are identified due to children currently in school.

**First Aid Boxes**

Our First Aid kits are located in the entrance hall and library. Individual First Aid Kits are in P1,P2,P3, P4,Nursery and the Library. Contents of each First Aid Kit are checked regularly and contain supplies to comply with current guidelines. There are also trip boxes with portable first aid kits situated in the Nursery for when children are going off site.

**Defibrillator**

The defibrillator is kept in the entrance hall. It is regularly checked to ensure the battery is not flat.

**Daily Procedure**

If a child/adult is ill or injured, the following procedure will then take place:

* The situation will be assessed.
* Appropriate First Aid will be carried out.
* An injury slip to record the incident will be completed. This is taken back to the class by the child and placed in the child’s book bag. If the child does not have a book bag in school, a member of staff will ensure it reaches the parent/carer.
* A second opinion by a qualified First Aider in school may be sought.
* Further checks, if deemed necessary, on an individual’s welfare/condition may be made throughout the school day.
* It will be determined whether further medical advice needs to be sought.
* It will be determined whether the child/person should remain in school.
* If a child has sustained any kind of head injury, the parents must be informed immediately. Parents will be advised to seek medical / hospital advice for head injuries.

**What constitutes an emergency?**

* An emergency is any first aid situation, where the advice from a medical professional is required and/or the medical profession or emergency services are required to take over the situation.

**Emergency Procedures**

* A telephone call will be made to the preferred number listed on the school database. If no contact has been able to be made, or no return phone call has been made, the school will attempt to ring the emergency contacts.
* If a child has a serious medical condition, i.e. diabetes, the needs of that child are posted on the staffroom board for all staff in the school to be aware of.
* Information on procedures to follow in the case of an asthma attack is displayed in all classrooms and shared/communal areas.
* All emergency procedures should be carried out by a qualified First Aider
* If a situation is deemed serious or life-threatening, an ambulance/emergency services, 999, must be called immediately. A member of staff, accompanied by another member of staff, should accompany the child/adult to the hospital. Parents/carers should make their own way to the hospital, if they have not been able to get to school, prior to the departure of the ambulance. The child’s details should be collected from the school office to be taken to give to hospital staff, (DOB, address, allergy and other key information).
* In situations where it is determined that a hospital assessment should be sought, the parent/carer would be advised to attend the hospital. If the school is unable to contact the parent/carer or emergency contacts, the child will be taken to hospital, via taxi, accompanied by a First Aider and member of the senior leadership team.
* The school has a defibrillator for emergency use in the case of cardiac arrest.

**Monitoring Procedures**

The injury slip system in school allows for the careful logging of incidents. The principal First Aider and the Principal monitor incident slips, in order to ascertain repetition of incidences and to identify possible health and safety risks and, where possible, to initiate remediate action(s).

**Medicines in School**

Any child requiring medication, as advised by the GP, and given clearance to attend school, must have their medicine brought to the school office by their parent/carer. The medicine should be clearly labelled with the child’s name and the dosage clearly identified and communicated to office staff. The parent/carer must also complete and sign a permission slip. If a child has received a dose of medicine during the school day, the parent/carer must sign against this dosage at the end of the school day, as medicines are collected. A member of staff will have initialled the slip: the member of staff administering and the witness. All medicines are stored safely in secretaries store cupboard. Parents should state an optimum time for administration of medicine. Although every effort will be made to administer medicine at that time, medical emergencies would take priority and medicine would be administered as close as possible to the agreed time. The school does not administer non-prescribed medication.

**Asthma**

Please refer to Asthma Policy.

**Contamination / Hygiene**

When administering First Aid, the following procedures must be followed:

* Protective gloves must be worn at all times;
* Children and staff should cover their own open wounds;
* Gloves and aprons must be worn when cleaning up vomit and other body fluids.

**Individual Hygiene Plans**

If a child requires an individual hygiene plan, this is drawn up by the Senco/teacher. The plan must be adhered to by all staff. The plan will be reviewed on a termly basis, or earlier, if needs dictate.

**Educational & Sporting Visits**

In line with the Educational Visits Policy, the following should take place:

* All visits must be accompanied by a First Aider and this person must be named on the risk assessment documentation, prior to the visit. This risk assessment is then approved by the Principal
* In line with the Asthma Policy, all children requiring an inhaler must take their inhaler along with them on visits and the inhaler must be clearly labelled. The designated First Aider will also carry a spare inhaler. The designated First Aider will wear a high visual vest.
* All children requiring medication during a visit must have their medicine brought alone with them. The medicine must be clearly labelled.
* Travel sickness tablets must be taken, if needed, prior to departure.
* First Aid Kits are taken on every visit. These contain First Aid supplies, compliant with current guidelines, together with any other First Aid equipment deemed necessary by the Visit Leader.

**Head Lice & Infestation**

Should any occurrence of head lice be present in a class, the class will take home a letter the same day, informing all parent/carers of the presence of head lice within a cohort and of the need to check their own child’s hair. The parent/carer of the child with head lice will be informed privately/separately by a member of senior staff.

If a child has visible bites, possible related to infestation from family pets, the parent/carer will be contacted and informed that the situation needs to be addressed at home. Should any carpeted areas of the school require attention as a result of infestation, these will be treated out of school hours by the site facilities officer and/or an external provider.

**Suncream**

Parents receive regular reminders from school regarding sun protection, in addition to information in the prospectus. During periods of hot weather, children may bring labelled suncream to school. This is to be kept in the medical storage area in the photocopy room. Children are to administer their own suncream. The school advises parents/carers to apply 24 hour suncream, prior to the start of the school day. Children are encouraged to wear a sunhat for outdoor play sessions during periods of hot weather.

**Review**

This policy will be reviewed in November 2023.

***Old Warren Primary School***

***First Aid Policy***

***November 2020***

***Approval by Governors:***

***Chair of Governors:***

***Governors Review:*** November 2023