

First Aid Policy

With regards to the Health and Safety (First Aid) regulations 1981, SI 1981 No 917, adequate first aid provision is made available to all staff and pupils. To achieve this, we at Kings Kids Christian School take into account the number of people, the type of activities conducted and the availability of emergency services available to us.

First Aid can save lives and prevent minor injuries becoming major ones. It does not include giving tablets or medicines to treat illness. Although the regulations are intended to cover employees, the same level of treatment should be provided for any other person on council premises (e.g. pupils, visitors, contractors, service users).

First Aider Officers

**Mrs Sheree Morris
Ms Lynette Jones
Mrs Joy Uguoko** are our designated **First Aid Officers**.

Duties of the First Aider

The First Aider must complete a training course approved by the Health and Safety Executive (HSE).

At school, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school. When necessary, ensure that an ambulance or other professional medical help is called.

The appointed First Aider:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment e.g. restocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Our Procedure

In an emergency situation the procedure we all adopt is as follows;

Assess Make safe Give Emergency Aid Inform

These stages are carried out by all staff for any accident, and we are careful not to waste time at any stage of the procedure.

Assess - the situation; find out what happened and who is injured.

Make Safe - to ensure that no one else is going to be hurt. Will you be in danger if you go to help? Are on-lookers in danger? Is the casualty in further danger?

Give Emergency Aid - at the right time.

Inform - Emergency Services if needed.

REPORTING OF ACCIDENTS

- **Minor Accidents**

All accidents, however minor are reported using the school's normal procedures. Accident books are kept in First Aid bum bags, which are kept in classrooms, and minor accident record sheets are kept in the office. Accident books are used to record very minor injuries such as grazed knees and minor bumps. If further action for a minor accident is to be taken, a record sheet will be completed. These give details of the date, the name of the injured party, how the accident happened, what injuries occurred and what treatment is given. All members of staff give basic first aid treatment.

An accident report is sent home with the child to advise parents of the accident and this is signed by the teacher/member of staff involved. A supply of these notes, are in the classroom with the First Aid bum bags.

- **Major Accidents**

Serious injury is classed as broken limb/part of the body, a heart attack, serious bleeding or death. In these circumstances the incident is dealt with appropriately and the necessary action taken. A formal accident report is completed by the person witnessing the accident, giving full details of what happened and when. A supply of formal accident forms is kept in the office.

- **First Aid Boxes**

A first aid box is kept in the storage cabinet in the Main Learning Centre and Pre-school classes. The box contains a sufficient basic quantity of suitable first aid materials. A list of contents is kept inside the lid of the box together with a sheet of basic first aid treatment. The box is regularly checked, and staffs report any deficiencies immediately to the First Aid Co-ordinators so that stocks may be maintained.

- **Playtime/Lunchtime Arrangements**

All staff are responsible for ensuring that at least one First Aid bum bag is taken out on playground duty, for each playground. It is their responsibility to ensure it is restocked accordingly and returned to its designated place.

- **Treatment**

When dealing with accidents, we advise that disposable gloves are worn as a precaution against contracting AIDS or to prevent cross contamination. A supply of these gloves is kept in each First Aid Box and Bum Bag. Once gloves have been worn, they are turned inside out and disposed of along with any soiled dressings or wipes in a disposable bag which must be tied securely. No cream is used at all and no cotton wool is used for any gaping wound. Sterile wipes are kept for this purpose. Micropore and melolin pads are used to waterproof gaping wounds or bleeding.

- **Asthma And Epilepsy**

All staff are made aware of the treatment for those suffering from asthma and epilepsy. In the incidence of an asthmatic attack, sufferers have available their individually named blue inhaler which they self administer, under staff guidance and with support if needed. These are kept in a safe, identifiable place in the classroom. The stronger brown inhaler is not kept in the school as this can only be administered by a parent. Records of when the inhaler was administered, for who and by whom, along with the date and time. These are kept with the inhalers. Other basic treatment follows that outlined on the information sheet.

- **Children Taken Ill At School**

Children who are unwell should not be sent to school. If when they arrive, the class teacher feels they are not well enough to stay, parents will be asked to take them home.

It is the duty of parents to make arrangements for their children should they become unwell at school, by collecting them to take home or by taking them to the doctor or hospital. All parents are asked to give school their home and work telephone numbers and an emergency number should they be unavailable. These are kept in the office.

- **Pre-Scribed Medicines**

The school will not be responsible for giving medicines to pupils where the timing of administration is crucial or where medical knowledge or experience is required or where intimate contact is necessary.

Where doctors advise that pupils should attend school while still needing to take medicine, the school asks parents to come to school to administer medicines wherever possible.

When this is not feasible, the following procedure is followed:

- Medicine can be brought to school by the parent in a container labelled with the child's name with clear instructions for administration. A consent form must be completed by the parent.
- Wherever possible the medicine is self administered and there is always an adult present.

Medicines are **NEVER** left with children.

- A written record is kept stating name, date and time whether administered or supervised and signed.
- Medicines will not be administered if the above guidelines are ignored.

- **Communication**

All employees are informed of the arrangements for First Aid in our school. Letter slips are placed in book bags or parents are informed verbally of an accident that has happened in school.

- **Noticeable Diseases**

A notifiable disease is any disease that is required by law to be reported to the government authorities. The collation of information allows the authorities to monitor the disease and provides early warning of possible outbreaks.

There are now 31 infectious diseases that need to be notified. The full list is regulated under the Public Health (Control of Disease) Act 1984 and Public Health (Infectious Diseases) Regulation 1988. Some of these diseases include: Anthrax, Cholera, Acute infectious hepatitis, Acute meningitis, Botulism, Brucellosis to name a few. KKCS will follow the correct procedure in reporting these diseases should they arise at the school

- **Minimising ill Health**

- All employees are instructed to be familiar with all policies relating to infection control, e.g. food hygiene and dealing with illness.

- **HAND WASHING**

All employees are to wash their hands frequently
 Keep their fingernails short and tie back their hair
 Cover their mouth when sneezing and coughing
 Cover any cuts with waterproof, adhesive dressing

- **HANDLING FOOD**

All employees are to follow strict hygiene procedures when preparing or storing food as outlined by the Food Standard Agency.

- **DEALING WITH BODILY FLUIDS**

All employees are to follow the Department of Health Standard Infection Control Precautions for dealing with blood and all other body fluids (including urine and vomit).

They are to wear disposable gloves, wash hands thoroughly and dispose of waste materials in approved clinical waste units.

- **CLEANING PROCEDURES**

All employees are to clean up spillages immediately.

Use approved disinfection solution to clean surfaces, equipment and play materials

Machine wash soft toys and dressing up clothes regularly

Keep outdoor environment clear of animal faeces, broken glass and other debris

- **Review**

This policy is subject to an annual review in the light of any new guidelines issued by Lewisham Council or change of circumstances.

Policy Adopted by Governor: **PASTOR SUNDAY OKENWA** on: 02/04/2019

Policy Last Reviewed on: 31/01/2018

Policy Due for Review on: 02/04/2020