



*Jesus is the centre of our lives,
Our learning and friendships.
In a safe, happy and caring community
Where all are welcome.*

HOLY CROSS CATHOLIC PRIMARY ACADEMY

FIRST AID POLICY

FEBRUARY 2021

TO BE REVIEWED BI-ANNUALLY

NEXT REVIEW FEBRUARY 2023

The health and safety of all children at Holy Cross Catholic Primary Academy is of the highest importance to all staff.

This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions.

All MDA and Support Staff have first aid training. In addition to this we have Paediatric First Aid trained members of staff.

Our First Aid staff will administer to small cuts and bruises that are the normal occurrence in a school day.

First aid training is carried out in line with current Health and Safety recommendations.

First Aid equipment is kept in each classroom and in locked cabinets in the First Aid room and toilet for the disabled which is located next to the SEN office. In addition, all MDA staff carry emergency first aid equipment in their waist pouches.

Cuts are cleaned using non-alcohol wipes and if needed, plasters are available.

Non-latex gloves are worn by staff when dealing with blood and these are located in the First Aid cabinet.

Ice-packs are kept in the fridge in the First Aid room and can be used to reduce the swelling for bumps and suspected strains and sprains- a cold compress will be used for head injuries. If ice packs are used then these are first wrapped in a paper towel to prevent contact with the skin.

All medical waste is disposed of in a medical disposal unit in the First Aid room

Dealing with bodily fluids – blood etc.

Aims:

- To administer first aid, cleaning, etc., for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc.

Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:

- Isolate the area.
- Always use disposable gloves and apron (located in the First Aid Box) NEVER touch body fluids with your bare hands
- Clean the spillage area with diluted disinfectant (containers for which can be located in the Caretaker's room)
- Use bucket and mop from Caretaker's room (inform Caretaker if used by leaving a note)
- Double bag all materials used and dispose of in medical waste bin.
- Blood loss – if possible give an individual cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

Off-Site Visits

It is the responsibility of the teacher in charge to take a first aid box with them on the visit.

Small first aid packs are available in all classrooms and in bags used by the mid-day assistants. All teachers taking children out of school for a trip or residential visit are equipped with a first aid pack and will carry any medication needed for individual children. This is to be listed on the Risk Assessment for the visit.

The first aid equipment is regularly checked and managed by Mrs Lieu.

All accidents are recorded on a minor accident form and these are stored in the First Aid room.

Significant head bumps are recorded and parents are informed by telephone and 'head bump' note. In the event of serious injury or concerns, first aiders must complete an accident/ incident report form, sending a copy to the Local Authority and directing the child/ adult to see a doctor or visit an accident and emergency department to seek further advice.

Medical information about a child is gathered through the data collection sheets, which are issued annually, as well as through information provided by parent or carer. All important medical information is provided for class teachers and kept in classrooms. Records about those children with particular medical conditions or allergies are kept on the notice board next to the first aid materials in the First Aid room, main office, kitchen and staff room.

All emergency phone numbers are kept in the contact file in the office.

Medical information is located in a locked cabinet in the office. All relevant information regarding medical conditions is passed on to the relevant teacher within the register, also the first aiders are aware of these.

There is a form within the first aid book in the First Aid room and pictures of children with severe allergies or conditions. Each new child that starts within the school is requested to supply information regarding health issues, there are passed on to all relevant members of staff.

Food allergies are listed in each relevant child's register so that the teacher is aware. The school cook is notified of all children with food allergies. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children.

Holy Cross Catholic Primary Academy will not discriminate against pupils with medical needs. In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support children with medical needs and ensure that they and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals.

They will include the following:-

- Details of the young person's condition
- Special requirements i.e. dietary needs, pre-activity precautions
- Any side effects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- Who to contact in an emergency
- The role staff can play

Please refer to Administration of Medicines policy for further information regarding this.