LOXWOOD SCHOOL

SCHOOL FIRST AID POLICY

Reviewed August 2016, Aug 17, Aug 18, Aug 19

Next Review August 2020

A list of all trained personal can be found at the end of this policy.

Site of First Aid Boxes within the school:

Medical Room (This room must never be locked)
School Hall (This kit will not contain plasters)
First Aid travel kits are also in the medical room

First Aiders knowledge

The main first aiders must have attended a 'First Aid at Work Course' and only have the relevant knowledge that was taught in the course. It must not be expected that they are knowledgeable about all medical conditions and their different variations.

First Aid Kit Contents:

Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the school environment.
Two sterile eye pads, with attachment, six individually wrapped triangular bandages
Six safety pins
Six medium sized individually wrapped sterile un medicated wound dressings.
Two large sterile individually sterile un-medicated wound dressings.
Three extra-large sterile individually wrapped un-medicated wound dressings.
Sterile water containers if no water is available.
Rubber Gloves.

Travelling First Aid Kit:

Card giving general first aid guidance.
Two sterile un-medicated dressing.
Two triangular bandages.
Two safety pins.
Individually wrapped moist cleaning wipes.
Plasters (Plus list of children who must not use them).
Rubber Gloves.
Vent-Aid
Eye pad
Travel tissue pack.

By each first aid station, there will be:

First Aid kit.
First Aid reference guide.
A list of first aid personnel and appointed persons within the school.
An accident book and pen. This must be filled in every time a child/adult is administered first aid treatment.
Letters to inform parents/guardians that their child has banged their head (only in medical room).
Red letter

A list of children with medical conditions is available in the medical room.

After administering any first aid, you must always replenish the first aid kit. Additional medical supplies can be found in the medical room.

If you need to call the emergency services, instructions can be found in the Emergency Help Points.

Procedures for dealing with an incident

. The first aider will go to the incident and access the situation.

. Help will be called for if required otherwise the first aider will deal with the incident.

. If the situation is an emergency, the first aider will activate the necessary actions.

. Members of staff may be required to assist the first aider by evacuating children, phoning the emergency services, getting first aid kits and blankets etc.

Protective First Aid Procedures for all first aid staff

When dealing with a casualty, you must avoid the risk of infection or self injury by:

Ensuring that the area is safe to enter, and that there is no danger to yourself or others.

Cover any exposed cuts or abrasions that you may have with a waterproof dressing before treating a casualty.

Wear protective gloves.
Use a vent-aid for CPR.
Wash hands after any incident
Record the incident following school procedures, clean the incident area, replenish first aid kits.

Out of hours working/after school activities

The school will ensure that a first aider or appointed person will always be available during after school clubs which are being run by members of the teaching staff. Clubs leaders are responsible for the collection of medical conditions data. A register of participants must be taken and handed in at the school office.

If a parent is onsite during this time, then they are considered responsible for their child's subsequent actions, but may be given advice by the first aid if felt appropriate.

Ms Kitson will normally be onsite during these times, if not then refer to the list in this policy for other first aid personnel. Mrs Hannington, our FAW member of staff is onsite until 4pm daily except Tuesday when she is available until 5.10pm

Visitors and contractors

All first aiders will be expected to assist with any visitors to the school if they require any first aid assistance.

If contractors are on-site then it would be expected that they would have their own first aider, but if asked the schools first aid personnel would assist.

Off-site activities

A first aider must always attend any off-site activities and a travel first aid kit must accompany them.

The teacher/first aider must always take a mobile phone when off-site.

In an emergency the teacher/first aider must inform the school, and if additional medical information is required, then the child's records can be obtained. Parents/guardians will also be informed immediately.

Hazardous materials

A list of materials will be supplied by the caretaker and medical staff. This information will be held in the COSHH folder in the school office with the relevant treatments that must be administered if the product is inhaled, ingested or absorbed.

Children/staff with medical conditions

If any person/child has a medical condition that may need treatment, it is advised that either Mrs Hannington or Miss Smith are involved in any meetings concerning the history and administering of medical treatment. No first aider should be expected to treat a child/adult for a known condition, if they do not have prior knowledge or have consented to do so.

The school **must** also have written confirmation of the child's condition and treatment, with the parents/guardians signature allowing the school to act on their behalf. A Health Care Plan will be written detailing requirements.

Complex medical issues should be discussed with the SENDCO / First Aid at Work staff member / Parents, after which a Health Care Plan detailing requirements will be written.

Inhalers and other portable medical treatment

It is the parent's responsibility to supply the appropriate medication and ensure that it is in date. A medical form must be completed. Inhalers are self-administered.

Two inhalers, a spacer, of which must be named and kept in the medical room for use as required. A member of the first aid team will oversee the procedure that is administered by the child. During off-site activities it is the parent's responsibility to supply their child with the relevant medication and hand to the First Aider and signed for.

If larger essential medical equipment is required for school trips such as portable nebulisers, then the parent must supply the equipment to the school in a bag that is named and the machine/unit is complete and ready for use. The parent/guardians should note that the school cannot be held responsible for loss, damage, maintenance of any piece of equipment.

Epi-pen – Trained staff can administer an Epipen. Two epi-pens must be on-site; one should be situated in the classroom of the individual concerned, and the other in the medical room.

Confidentiality

All first aid staff will abide by the school policy on confidentiality. Under no circumstances must they speak about any child to a non member of staff, unless they are from the emergency services.

Training

First Aid at Work, Paediatric First Aid, Forest School and appointed person training is valid for three years. It is the responsibility of the headteacher to ensure that the school has the correct number of qualified staff.

It is compulsory that the First Aid at Work and Paediatric First Aiders attend a two day refresher course every three years.

Medicines in School.

There is a separate policy available for 'Managing Medicines in School'.

Sun Protection

Rationale

Too much exposure to ultraviolet light (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure in the first 15 years of life contributes significantly to the lifetime risk of skin cancer.

There is enormous potential for schools to prevent skin cancer in future generations. Schools are central to protecting children's skin. This is because:

- Children are at school five out of seven days a week at times when UV rays are high
- Most damage due to sun exposure occurs during school years
- Schools can play a significant role in changing behaviours through role
- modelling and education
- Students and teachers are at risk of sunburn within 10-15 minutes of being exposed to strong sunlight
- Students spend an average of 1.5 hours outside per day, more if involved in sports or outdoor activities.
- Skin cancer is largely preventable through behaviour modification and sun protection during early years.

At Loxwood Primary School we want staff and pupils to enjoy the sun safely. We will work with staff, pupils and parents to achieve this by raising pupil and parent awareness.

Implementation

We will achieve this by implementing these measures-

Curriculum:

- All pupils will have at least 1 SunSmart lesson per year.
- We will talk about how to be SunSmart in assemblies at the start of the
- summer term.
- Parents and guardians will be sent a letter explaining what the school is
- doing about sun protection and how they can help, at the beginning of the summer term
- Sun safety to be included in the PSHE curriculum
- Develop resources concerning sun protection
- Protection Shade - children will be encouraged to sit in the shade in the playground and field.
- Sun shades (natural and man-made) will be available for children to sit under.
- The availability of shade is considered when planning excursions and all
- outdoor activities
- Clothing
- Children should bring sun hats to school to wear at playtimes and during
- outdoor PE lessons in the summer term.
- Children may bring sunglasses to school to be worn outdoors on bright days
- Children should wear T-shirts which cover their shoulders for PE lessons or long sleeves for playtime.
- All teachers, teaching assistants and lunch-time supervisors will be encouraged to wear hats when on playground duty and during sports lessons, when necessary
- Sun screen use will be encouraged on school trips and for outdoor PE lessons.
- Children are expected to bring their own sun screen and apply it themselves.
- Children may only use their own sun screen.
- Teachers will not apply sun screen to any children.
- Parents are asked to teach their children how to sensibly use and apply
- these screens and will clearly label them and put them in their child's bag for their own use.

Role modelling Encourage staff to act as role models by:

- Wearing protective hats, clothing and sunglasses when outside
- Apply SPF 15+ sunscreen
- Seek shade whenever possible

Collaboration

The school will aim to work with parents, Governors and the wider community to reinforce awareness about sun safety and promote a healthy school.
This policy has been developed using the Cancer Research UK SunSmart Guidelines for Primary Schools.

Qualification	Staff	Course supplier	Date
First aid at work 2 day course	Mrs J Hannington	St John's Ambulance	July 2018
First Aid at work Paediatric First Aid	Miss K Smith	St John's Ambulance	Feb 2018
Appointed person		Enhance Training	Sept 2019
With Paediatric	P Kitson, A Coupe, E Smith		
	C Winter, L Webber, L Calvert		
	L Pinder, N Cook, R Daly		
	R Lewis, S Palmer, T Tedd		
	T O'Mara		
	M Peters (PTA)		
Forest School First Aid	Mrs C Oldfield		Feb 2017
Managing Medicines	Mrs J Hannington	WSCC	Sept 2006
	Miss K Smith		May 2016
Managing Medicines - Trips	L Webber, E Smith, C Winter J Rolland, S Palmer, P Kitson	Verbally/online K Smith	Various dates
Epi Pen & Asthma Training		Online Learning	
	Mrs J Hannington		16.09.2019
	Miss K Smith		6.11.2019
	Mrs A Coupe		10.09.2019
	Mrs N Cook		11.11.2019
Diabetic Training	Mrs J Hannington Miss K Smith	Royal Surrey County Hospital	Dec 18, onsite visit