



Dowson Primary Academy

FIRST AID POLICY

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Review Cycle: annual



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Context

All attempts are made to ensure that children have happy and safe time at Dowson Primary. However, it is acknowledged whilst being proactive and reactive in terms of risk management, accidents will unfortunately happen.

Accidents can happen anywhere and at anytime in a school but the majority will happen when children are at play.

Trained Staff

Support staff and Lunchtime Supervisors are First Aid trained either in Paediatric First Aid, School's First Aid or First Aid at Work.

School ensures there is sufficient First Aid cover for all activities and periods during the school day, both for children and adults on site.

Duty of Care

Regardless of First Aid training, all staff in school have a duty of care to respond with kindness and compassion to all children in our care. Staff must still exercise care for the child whilst asking for help from a trained First Aider.

Emergency Care

All staff are trained by the School Nursing Team with regards to caring and administering medication for children with asthma and allergies. All staff are authorised and expected to respond in these emergency situations by quickly assisting the child with their medication and supervising the child at all times until their symptoms are resolved. They are also expected to ensure the child's teacher/responsible adult/carer/parent has been informed so that child may be monitored closely.

Should an ambulance be required, follow the procedure attached as an Appendix – this is also displayed in the offices and at First Aid stations.

First Aid

The purpose of First Aid is to preserve life, it is important to recognise that the help that is given in the first instance after an injury may not only minimise pain and injury, but it can also improve recovery and long term impact for a patient.

Procedure

Any child involved in an accident must be checked for First Aid needs.

- Stay calm
- Assess injuries and prioritise casualties
- Most injuries can be treated at the location, e.g. the playground. However, if the child needs ice or further assessment or assistance, they must be escorted to the First Aid area, ensure the First Aider is aware they are in need of First Aid and what happened
- Any injury requiring First Aid must be recorded on the child's individual record in the First Aid Log. Always record on the First Aid slip ensuring all details are completed. Each recording must be dated and the staff administering must print their name. The tear off slip is to be sent home with the child on the day, the duplicate copy is to be attached to the child's individual record
- Check the medical register in the First Aid Log boxes or Class Management File for specific information relevant to the individual child.

- Ensure the adult responsible for the class is aware of the accident/incident and the First Aid
- Ensure a parent is contacted if you feel the child needs to go home/ be observed or if you are in any doubt
- Any accident/incident resulting in a parent needing to attend school to check their child's injury, a child going home or needing further medical attention must be recorded on CPOMS under the First Aid category which is monitored by the Trust
- Any accident requiring medical attention will also need to be recorded in the Accident Book which is monitored by the Trust. The Health and Safety Officer will monitor reported accidents to see if they are RIDOR reportable.
- All head injuries will be reported to the parent/carer at the time by phone
- In the case of a significant injury/cut/bruising - contact the parent so they are aware before pick up (firstly, so they can observe any issue later knowing about the injury – do not rely on them being passed a note by the child; secondly, so they are not shocked and upset when they collect them at home time)
- When contacting the parent, always give the option to the parent of coming to school to check them out if they wish. You may wish to reassure them that we always offer that but it does not seem necessary if the injury is minor. However, for any incident that has resulted in bruising, mottled/impact marks, cuts or swelling it is advisable the parent makes their own decision. Depending on severity, you may insist they attend and you may insist the child is checked out medically

If a child requires frequent First Aid, the parent will be consulted.

Responsibility

When dealing with any first aid issue, it is the responsibility of the person administering first aid to record it and to inform the teacher and if necessary request the parent is informed or contact parent directly themselves. The First Aider is also responsible for disposing any waste and ensuring hygiene; this is especially important when cleaning up blood, bodily fluids or vomit.

Class Management Files

Class Management Files contain Health Care Plans and Risk Assessments to inform staff of the individual needs of children. Each staff member should read the Class Management files relevant to the year group they teach/cover. This information is often used to inform first aid and the action necessary in an emergency.

Review

This policy will be reviewed annually.

Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number (school is 0161 366 0177)
2. your name
3. your location as follows : Dowson Primary Academy (specify which building and which road to enter site from either Marlborough Road or Gloucester Road)
4. state what the postcode is – SK14 5HU
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms, refer to child's Individual Health Care Plan if they have one in place (Class Management File) inform if child is known to have taken any medication that day at home or in school.
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. ensure an adult is at the entrance to meet the crew and gates are open
9. send a member of staff on to Gloucester Road, Marlborough Road and the junction of York Road/King Edward Road to direct the ambulance to the correct building.
10. inform all other buildings which building the ambulance is needed for

FSU accessible from Gloucester Road (wooden clad building)

Lower School is accessible from Gloucester Road

Upper School is accessible from Marlborough Road

Keep a copy of this form by the phone