



HORNSBY HOUSE SCHOOL

FIRST AID POLICY

CONTENTS

- **INTRODUCTION.**
- **KEY POINTS.**
- **LOCATION & MAINTENANCE OF FIRST AID BOXES.**
- **RED TRIANGLE SYSTEM.**
- **HEAD INJURIES.**
- **WHEN TO CALL AN AMBULANCE.**
- **MEDICAL CONDITIONS OF CHILDREN**
 - **(lists for all teachers – intranet connection).**
- **ASTHMA CLASS LISTS & QUICK**
- **REFERENCE ALLERGY LISTS.**
- **ABSENCE LETTERS.**
- **COSHH.**
- **SPILLAGE OF BODY FLUIDS.**

Introduction.

The aim of this policy is to provide staff with information regarding routines and procedures connected with first aid and various related issues.

This policy will become effective immediately and will replace the previous first aid policy. It applies to the whole school including the EYFS.

Key points.

Everyone who attends the medical room must have details of their visit recorded in the treatment book. This book constitutes a legal document and therefore needs to be completed in ink. Please remember that all information recorded is confidential and the treatment book needs to be locked away in the blue filing cabinet at the end of each school day. The yellow accident book, for severe (not minor) accidents/injuries should remain on top of the fridge in the medical room. **Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, the School has an obligation to report injuries which cause an absence from work for more than 7 days.** Children at school are deemed 'members of the public' and different rules apply, please ask Health and Safety Officers or the School Nurse for details if needed.

A brief description of the complaint/injury (noting 'left' or 'right' where relevant) plus the action taken, needs to be recorded in the treatment book together with the date; time; initials of the attendee; location of the incident and whether or not parents were contacted. If any medicine is given, the dosage also needs to be noted. All bumps to heads need an e-mail to parents and to class teachers. The affected child will wear an 'I have bumped my head' sticker. **If in any doubt as to the seriousness of a head injury, do not hesitate to contact parents and phone for an ambulance.** All parents of EYFS aged children are informed of any accidents or injuries sustained by the child whilst in our care (this is done orally). Parents of older children are informed of any serious condition.

Parents need to complete a 'Request for school to administer medication' (please refer to the Administration of Medication Policy) for each medicine and hand both the form and medicine into the office. All medicine should be in the original containers. Calpol or Piriton may be given with telephone consent. Please record that telephone consent has been given in the treatment book and by whom.

In the case of children requesting analgesics or antihistamines in the morning, first confirm with parents when the last dose was given and follow directions on the box for dosages and timings.

Epipens and asthma medication are 'bagged up' according to class. Blue bags for boys and red bags for girls. These bags are stored in top cupboards No.2 & No.3, in the medical room. Relevant bags **MUST** accompany children on all off site trips and a designated adult needs to ensure bags are returned, after each trip, to afore

mentioned cupboards. The expiry dates of the medication kept at school is monitored by the school nurse.

For health and safety reasons medication should not be kept in classrooms.

Individual children who have special medical needs have an Individual Health Care Plans filed in the medical room; in classrooms (but not on public view to comply with Safeguarding Children criteria) and in the relevant medical bag. Summaries are on display in the Medical room; Staffroom; PE office and Lime Tree Building kitchen.

The medical room is located within the reception area of the Mavis Gotto building. The School Nurse is available between 08:30 and 15:00, and in addition there are 15 first aiders on site; of whom 11 hold Early Years (EY (paediatric – 2 day course min. 12 hours)) certificates and 4 First Aid at Work (FAW) certificates. There will always be at least one Early Years first aider on the school site at any time when children are present.

CERTIFICATE HELD BY:-	EXPIRY DATE.
• Vicky Adair (School Nurse – Fri.) (EY)	20.03.2017
• Marie-Pierre Bloomfield (FAW)	08.10.2018
• Jo Blunt (FAW)	26.06.2017
• Michael Cooper (EY)	09.11.2018
• Gillie Craigie (EY)	14.03.2019
• Sam Culling (EY)	20.01.2017
• Monika Fartuszynska (EY)	08.08.2017
• Paul Faulkner (EY)	05.10.2018
• Mario Laos (FAW)	10.03.2017
• Michele Leslie (FAW) / (EY)	18.05.2019 / 14.03.2019
• Andrew McManus (FAW)	07.11.2016
• Tarina Reeves (FAW)	24.05.2019
• Jenny Staples (EY)	25.04.2019
• Nicole Sweeney (EY)	14.01.2018
• Carol Wymark (EY)	25.04.2019

First aid certificates need to be updated every 3 years by attending a 2-day refresher course. In the event of a FAW certificate lapsing by more than 28 days it will be necessary to attend a 3-day foundation course. The school nurse ensures certificates are current and in date and organises course for those requiring a refresher each September when the policy is reviewed.

Location & maintenance of first aid bags.

Fully stocked first aid (medical) room (Mavis Gotto building)
Science room (Nightingale building)
Lower School (Lower School kitchen)

For off-site activities, PE teachers have been provided with 2 games bags. Two dedicated first aid boxes are available for overnight or longer trips and 10 'bum bags' are in use for games and swimming. Each of the 5 mini buses also has a first aid box. Brookwood keep a fully stocked first aid box in the kitchen area of the Lime Tree Building.

PE teachers are responsible for their 2 games bags. Other first aid bags (for off-site activities) are stored in the medical room in cupboard No.1. All first aid bags are checked at the beginning of each term. When removing a first aid box/bum bag from the medical room, please ensure it is signed out and back in again, on the sheet clearly marked for this purpose.

It is the responsibility of staff to inform the School Nurse of first aid items which may need to be replaced during the term.

Red triangle system.

During school hours the medical room is open for children to receive first aid treatment and the school nurse is available between the hours of 08:30 and 15:00. However, if an emergency situation occurs in a classroom at any time throughout the school day a designated adult or child should bring the RED TRIANGLE directly to the school office and state clearly and concisely what constitutes the emergency. A course of action will then be established.

Head injuries.

A number of (largely minor) head injuries occur during break times. Treatment for bruises consists of applying a cold compress for 10 minutes, during which time the child can be monitored for signs of concussion and an e-mail is sent to both parents with a 'Head Bump' note attached. Each child must wear an "I've bumped my head" sticker. If the injury has resulted in broken skin, apply pressure for 5 minutes with a sterile dressing moistened with sterile saline. After 5 minutes remove dressing to access and without exception contact parents and advise follow through at an A & E department. Recover the wound with a new, sterile, moistened (with sterile saline) dressing.

Concussion is a temporary and reversible disturbance of the brains normal function. It occurs when the brain moves or shakes inside the skull and is usually caused by a blow to the head or jaw.

Signs of concussion are- becomes drowsy (and unable to wake), vomiting or has a persistence of severe headache; seizure; appears to have any disturbance of vision; weakness of arm or leg; feels dizzy or has a discharge of straw coloured fluid/blood from ear or nose.

If a child losses consciousness or you suspect a skull fracture he/she must be referred to hospital and parents notified immediately.

When to call an ambulance.

In addition to serious head injuries (i.e. fractured skull/loss of consciousness) and loss of consciousness generally, an ambulance should be considered for the following reasons:

- **Any suspected fracture.**
- **Severe allergic reactions and always if an EpiPen has been used.**
- **Asthma attacks where breathing is severely compromised.**
- **Epileptic seizures.**
- **Open wounds requiring substantial suturing.**
- **If in any doubt as to the patient's safety.**

Medical conditions of children (lists for all teachers – intranet connection).

All available details concerning medical conditions of children are available to access on the intranet. These details are updated as information is received. All such amendments should be made via the school nurse, the information will then be forwarded to the relevant staff. **This information is strictly confidential.**

Asthma class list and quick reference allergy lists.

Children who have asthma/allergies are recorded on the appropriate list. Complete lists are also on view in the staffroom and in the medical room. These lists are updated as information is received (mainly reflecting new expiry dates of asthma medication). The asthma list also includes children who use EpiPens.

Absence letters.

Absence letters provided by parents should be initialled by the class teacher and forwarded to the school office for the School Nurse to file.

COSHH.

To comply with COSHH regulations, copies of data sheets relating to medication given to children whilst at school are located in the medical room (to the left hand side of the fridge).

Spillage of body fluids.

Hygiene procedures for dealing with the spillage of body fluids require the Premises manager or his assistant to be contacted and the use of specialised Emergency Spill Compound to be used.