



multum in parvo

First Aid and Emergency Treatment Policy

Introduction

This policy applies to all children, including those in the EYFS. The school ensures that a suitably trained person is available at all times (Paediatric First Aid in respect of EYFS), in the event of a child requiring first aid treatment; furthermore, it provides appropriate and easily accessible resources in terms of first aid box(es) and have a clearly defined plan in the event of a major injury/illness; for example, in the event of a child requiring emergency hospital treatment.

Arrangements for first aid provision are adequate to cope with all foreseeable major incidents and form part of the arrangements for all school based and out-of-school, including off-site, activities.

First Aid

Emergency first aid takes many forms, requiring administration in a timely, calm and competent manner. It can range from the minor (a scraped knee), through collisions between pupils to serious injury such as a fracture during a game. All require a response, but not necessarily the same level or degree of response. Scraped knees, an every-day occurrence, is best dealt with by a combination of TLC and an antiseptic wipe; a graze might need a plaster whilst even a relatively mild bump on the head would need advice from a doctor.

Staff administering first-aid must therefore use their judgement in respect of treatment/action. However, the safety and well-being of the child is paramount therefore it is better to be over-cautious when making judgements.

All incidents are recorded. Daily bumps and scrapes of a minor nature are recorded in a diary noting:

Date of Accident	Child name	Brief description	Action/treatment	Signature
------------------	------------	-------------------	------------------	-----------

All incidents of a more serious nature are recorded in the school's Accident Report Book as per Health and Safety legislation. Parents are informed of all incidents, however minor.

Injuries of a more serious nature will be reported as required under RIDDOR regulations.

The number of certificated first aiders, at any time, exceeds the recommended number. The school maintains a register of all suitably trained staff. It is the ambition of the school to ensure that all staff are suitably trained so that the time delay before a trained first-aider arrives at the scene is minimised.

The following members of staff hold current relevant qualifications:

Mrs Amanda Douglas
Mrs Emily McGurk (EYFS Lead)
Mrs Dani Larochelle-Brainin (EYFS)
Ms Debbie Shirley
Mrs Vicky Taylor
Mrs Sue Hickman (EYFS)
Mr William Hone
Mrs Katy Lockyer

The school routinely audits the number of available first-aiders and uses this information to guide appropriate in-service training. Staff are also trained in the use of pupil-specific emergency treatments; for example, EpiPen for anaphylactic shock, how to medicate pupils experiencing an epileptic seizure and the use of inhalers for pupils with asthma. Staff will receive additional training from specialist medical personnel for those pupils with a more specific and individual need that requires an enhanced level of care and medication; this will be fully documented as appropriate.

Supplies of first aid material in first aid boxes are available and easily accessible in each building and comply with relevant legislation. They are prominently marked and all staff advised of their position. First aid equipment and a mobile telephone are available to all groups on off-site and out-of-school activities and visits. Contents are checked regularly and any deficiencies made good without delay.

Managing incidents of a serious nature

Incidents of a serious nature include those where paramedic support is required. When paramedic support is called, or where the injury/illness is other than minor, the rapid involvement of parents is paramount.

Parents are routinely requested to up-date their emergency contact details with the school to ensure contact numbers remain pertinent and relevant for such an emergency.

Accidents occurring in school are managed in the first instance by the member of staff in-charge of the activity/group. A senior member of staff must be called to the scene at the earliest opportunity. Once there they will take charge of the incident and direct all further activity.

Accidents occurring at off-site locations will be managed by the member of staff in-charge of the activity/group (New Beaconsfield Hall, Tiddy Hall, Sports field, visits etc.). A mobile

telephone, a first-aid kit and the relevant Pupil Contact Details must be taken to all off-site locations.

Children with specific health related issues

- All staff are regularly provided with an up-to-date list of all children with health-related issues; for example, asthma, diabetes, allergic reaction potential.
- Specialist nurse guidance is sought for all children with specific health related issues prior to admission.
- Parents are required to give advice to staff on best practice for managing their children's health-related issues prior to admission.
- Staff ensure that children who may require emergency treatment; for example, EpiPen, asthma inhaler, have the desired medicines with them before departing to off-site locations.

Emergency action

Staff must treat all injuries to the head, however minor, as serious. Children suffering allergic reactions should be treated with utmost urgency in the prescribed manner. Both will require advice and guidance from a medical practitioner.

If hospital treatment is indicated, then an ambulance must be called immediately. A member of staff will accompany the child in the ambulance if the parents have not been able to get to school or the off-site location in time, and will remain with the child until the parents arrive.

Essential information when calling an ambulance

- The details of the patient (carried as part of the off-site policy).
- An accurate description of the accident/symptoms.
- A precise description of the location.

Illness in school (Spillage of bodily fluids)

Young children routinely vomit or have diarrhoea. This may be symptomatic of a minor stomach upset. It could also be an early indication of something more serious.

- Parents must be called to take the child home and they must stay home for 48 hours after their symptoms have ceased.
- Staff must wear appropriate personal protective clothing (disposable apron and gloves) when cleaning up bodily fluid spillages.
- Paper towels should be used initially.
- The area should be cleaned thoroughly, using detergent, warm water and a disposable cloth.
- Protective clothing and equipment should be disposed of immediately as clinical waste.

Critical Advice Response

The school is advised by email of on-going health related advice and concerns from NHS England; for example, norovirus outbreaks. The headteacher will determine whether the advice

requires action involving/advising parents and what additional school related action needs to be implemented in response to this advice.

Alan Wood
September 2018