

**Mary Dean's CE Primary School**  
**First Aid Procedures (Part of the Safeguarding Policy)**

This procedure must be followed by ALL members of staff when treating an injury at school.

**This procedure applies to children and adults alike.**

**If the injuries are life threatening**

- Immediately send a responsible child or an adult for the Head Teacher or Deputy Head Teacher (or most senior available member of staff) with the message "Emergency in Class ... /on the playground/field/car park" etc.
- The most senior available person will attend the scene bringing a mobile phone if possible.
- Remember at the scene that you must ensure the area is safe before taking any further action. Call for help
- The most capable 1<sup>st</sup> aid person with the injured person will provide immediate emergency first aid (**A**irways, **B**reathing, **C**irculation, recovery position) until Head Teacher/Deputy Head Teacher or First Aider arrives
- If the injuries are serious a member of staff will immediately call 999 and ask for an ambulance. (*Refer to guidance Ringing 999 for an ambulance, a guide for education*)
- Whilst providing First Aid try to find out how the accident happened so that you can provide doctors/paramedics with the information. Stay calm, keep other children away and reassure the injured person.
- The school office will contact the parents/next of kin to inform them of the situation

**If the injuries are acute, but not life threatening**

(If in doubt treat an injury as life threatening – see 1 above)

- These are injuries which require immediate medical attention. (Serious head injuries, broken bones, acute cuts).
- Immediately send for Headteacher or Deputy "Injury in Class ... /on the playground/field/car park" etc.
- Provide appropriate first aid (see below) until Headteacher, Deputy or trained First Aider arrives.
- Head Teacher or First Aider will decide whether to contact the parents/guardians to take the child to hospital or whether to phone for an ambulance. (If appropriate the injured person may be taken to Accident and Emergency in a car. Two members of staff to accompany them)

**Non-acute child injuries**

- Discover the extent of the injuries.
- Provide appropriate first aid – see below.
- If appropriate move child into safe space and seek support from a person with First Aid training. If in doubt do not move the child until First Aider arrives to give further support.
- Check again whether the child is aware of any other injuries.
- A First Aider will monitor the child. If the injuries are not deteriorating and the child appears to be alright s/he may return to class. **The child's teacher must be informed if it was a head injury and the parents will be rung – see Head Injuries below.** (Remind the child to tell the teacher or other member of staff if they feel worse or if something else starts hurting).
- If the injuries are deteriorating a member of staff will contact the parents and inform them of the accident/injury and ask them to pick up their child.

**All injuries:** complete the First Aid book. If it is a head injury of any kind, complete the head injury form and give to the child to give to the parents.

**For all injuries** tell the child to tell his/her teacher about the injury or tell the teacher yourself if necessary.

**If the person treating the injury is uncertain about what to do s/he must inform the Head Teacher, or Deputy immediately.**

## First Aid

### Appointed Person

The Appointed Person is The Head Teacher

### First Aiders

First Aid at Work: (KS2) Mrs Tremain, Mrs Ashford, Mrs Clarke, Mrs Costin (KS1)

Breakfast Club Mrs Rice, Mrs Jefferey

(Lunchtime) Mrs Tremain, Mrs Clarke, Mrs Costin,

One Day First Aid: Mrs Tucker, Mrs Blake, Mrs Maynard, Mrs Denekamp, Mrs Senior, Mrs Deakin, Mrs Jeffery, Mrs Dobson, Mrs Rhodes, Mrs Hickey, Mrs Nicol-Spriggs, Mrs Jane, Miss Lewis

(MTA) Mrs Rice, Mrs Tremain, Mrs Clarke, Mrs Costin, Mrs Rhodes, Mrs Senior, Mrs Deakin

Paediatric First Aid: (Foundation Stage) Mrs Harper, Mrs Jacks, Mrs Burnard, Mrs Hobbs

After school club: Mrs Gough, Mrs Rice, Mrs Rhodes, Mrs Denekamp

### First Aid Kits

First Aid Boxes are kept in each shared area. First Aiders in each area ensure these boxes are kept stocked

### Hygiene

There are only very slight risks in school, but good hygiene routines are essential.

Disposable gloves must be worn when dealing with body fluids (blood, urine, faeces). Some people are allergic to latex, so vinyl gloves are available if this is the case.

Always wash your hands before and after dealing with wounds and applying dressings.

If a child is injured, cover cuts and abrasions with a waterproof plaster first then give other first aid, unless it is a life threatening situation, in which case provide emergency first aid immediately.

If mouth to mouth resuscitation is required this must begin immediately. Serious infection is highly unlikely from mouth to mouth.

Wash all skin that has been in contact with bodily fluids with soap and hot water as soon as possible. If body fluids spill onto surfaces, mop up with absorbent materials and disinfectant, which is kept in the cleaners' cupboard.

Splashes into eyes or mouths should be rinsed for several minutes with clean cold water.

### Basic First Aid

Cotton wool must not be used for cuts or wounds. Wounds must be cleaned by rinsing lightly under running water. Cotton wool can be used as a cold compress, to clean around an injured area where the skin is not broken.

Rinse puncture wounds with clean cold water, but let them bleed freely and cover with a sterile dressing.

Splinters – We should not try to remove these. If only a small splinter, it could be covered with a dressing. If a large one, the parent should be rung as we are **not allowed** to remove it.

### **For All Accidents**

- Speak with others who were involved or who saw the accident to find out how the accident occurred.
- If the accident is "Reportable" (certain types of mainly serious injuries, especially those caused by failure of health and safety procedures) inform the Headteacher and she will decide whether to contact the Health and Safety Team at the Local Authority or the Health and Safety Executive. (Please note: "Reportable" accidents do not include typical playground accidents such as bumping into one another, falling over whilst running/walking etc.)

### **First Aid Procedures**

**Updated: January 2019**

- All accidents should be recorded in the First Aid Book in the appropriate area and carbon copy sent home.
- *Any accident leaving a visible mark on a child needs to be reported to the parents as soon as possible after the event. Please see the form in each First Aid Box (Appendix 1) and ensure contact is made with home. (The office staff can do this for you)*

**NO CHILD SHOULD GO HOME WITH A MARK/INJURY THAT HAS NOT BEEN NOTIFIED TO PARENTS**

**Head injuries**

**If the injury is to the head (this includes the skull, face, nose, ears, mouth, eyes) tell the Head Teacher, Deputy, or First Aider who will ensure contact with the parents is made by phone as soon after the accident as possible and explain what has happened so the parents/guardians can monitor their child for signs of any injuries that were not immediately apparent.**

**Sending an ill child home**

If a child is taken ill in school, then the office should be informed immediately. If a child is deemed to be sufficiently unwell that s/he needs to be sent home then the parents must be contacted as soon as possible in order that they may collect their child from school. All children sent home must be recorded in the signing out book which is located in the office and classroom staff informed.

**Referring to hospital**

If the accident is such that a visit to hospital may be required the parents must be contacted as soon as possible to inform them of the accident and to ask them to take their child to casualty.

If the accident/illness is of a very serious nature an ambulance must be called immediately and the parents contacted as soon as possible. A member of staff will accompany the child in the ambulance if the parents have not been able to get to school in time.

If there is any doubt as to how serious an accident is then a senior member of staff must be consulted immediately. All accidents/illnesses which are serious enough to possibly require hospital treatment must be reported to a senior member of staff as soon as possible.

**In all cases of accident and illness the child's wellbeing is the primary concern and therefore it is better to be over cautious when making judgements and deciding on what action to take.**