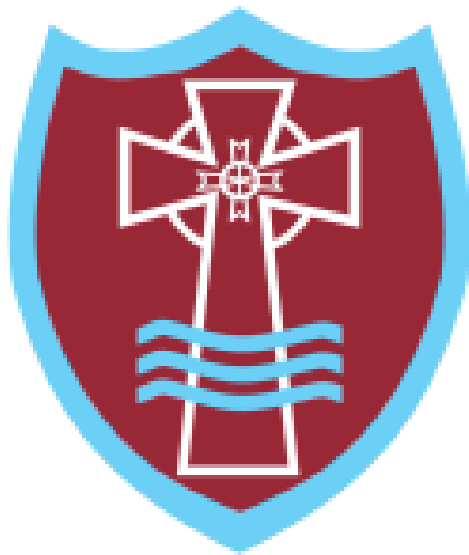


# St Aidan's Catholic Primary Academy



## First Aid Policy

Reviewed: September 2024

Review date: September 2025



## **Mission Statement**

*“Together we all enjoy learning, achieving, sharing and praying.*

*Let Jesus’ love shine through in everything we do”*

## **First Aid Policy**

### **Rationale:**

To ensure an effective response to injuries and sudden illness in pupils and staff.

### **Aims and Objectives**

- To identify a member of staff qualified as a First Aider ‘In the Workplace’ in each of the following staff groups; teaching, office and learning support staff.
- To provide First Aid equipment and provision in accordance with Health & Safety recommendations.
- To ensure that all staff are aware of the appointed First Aiders.
- To ensure all staff are aware of correct reporting and recording procedures relating to accidents.

### **Guidelines**

- There is a designated room for First Aid.
- All treatments must be in accordance with medical guidelines recommendations.
- Names of qualified First Aiders will be displayed in the First Aid Room and by every first aid kit.
- First Aid Boxes are located in the Designated First Aid Room. Each classroom has a dedicated First aid box containing first aid equipment and pupil’s medication. The box is taken to every lesson away from the classroom and break times.
- Children requiring First Aid treatment should be dealt with initially by the member of staff involved. Where there is doubt or in more serious circumstances a message should be sent by reliable means to either the school office or direct to a qualified First Aider.
- Emergency red cards are in all classrooms and used by adults if they require emergency assistance. A child is sent with the card to the nearest adult who will then assist.
- First aid administered is recorded and reported to parents via the blue form. If the accident is a bump/injury to the head then it is recorded on the orange form and phoned home to the parents. Admin staff will make the phone call to parents. It is the First Aid member of staff duty to hand the forms to the office and inform Admin of any head bumps.

- Serious accidents, resulting in a person being taken to hospital, must be reported to the **Head teacher or Deputy Head teacher**.
- To deal with the disposal of bodily fluids and other medical waste accordingly, providing facilities for the hygienic and safe practice of first aid.
- The Head teacher or Deputy Head teacher must be informed if it is felt necessary to send or take persons home due to illness or injury.

### **Medication Checks**

Students' medication is stored in the class First Aid box clearly labelled in an individual wallet. The box is taken to every lesson, assembly and break time away from the classroom. First Aid boxes are located in the First Aid room during the lunch period.

Medication is occasionally stored in other locations if required. This information, along with medication type, quantity and expiry date is recorded and stored in the binder in the medical room.

Parents / carers should be informed when medication stock levels are low or medication is nearing expiry, in order for replacement medication to be sent to school. All expired medication should be discarded safely.

### **Dealing with body fluids**

In order to maintain protection from disease, all body fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed:

- When dealing with any body fluids wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following body fluids must be cleaned up immediately.

Bodily fluids include:

- Blood, Faeces, Nasal and eye discharges, Saliva, Vomit.

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Never use a mop for cleaning up blood and body fluid spillages. All contaminated material should be disposed of in a yellow clinical waste bag then placed in the waste bin in the sick room. Avoid getting any body fluids in your eyes, nose, mouth or on any open sores. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of saline.

A typical First Aid Kit should consist of the following items:

- 2 small (eye pad) bandages
- 6 medium bandages
- 2 large bandages
- 4 triangular bandages
- 6 safety pins
- 1 pair of disposable gloves
- 6 antiseptic wipes
- 1 leaflet containing general First Aid advice
- 20 plasters of assorted sizes

The location of all First Aid Kits should be designated with a green cross.

### **Pupil Medical Information**

All students' medical information, whether medicated or not, is stored in the First Aid Room. Care plans for individual pupils are written in partnership with the school nurse and the parents. This contains the relevant information from medical professionals. All staff are made aware of care plans.


## Infectious diseases

If a child is suspected of having an infectious disease advice should be sought from the appointed person who will follow the Health Protection Agency guidelines below to reduce the transmission of infectious diseases to other pupils and staff.

ILLNESS	PERIOD OF EXCLUSION	COMMENTS
Chickenpox	5 days from onset of rash	Pregnant women up to 20 weeks and those in last 3 weeks of pregnancy should inform their midwife that they have been in contact with chickenpox. Any children being treated for cancer or on high doses of steroids should also seek medical advice.
German Measles	For 5 days from onset of rash	Pregnant women should inform their midwife about contact
Impetigo	Until lesions are crusted or healed	Antibiotic treatment by mouth may speed healing
Measles	5 days from onset of rash	Any children being treated for cancer or on high doses of steroids must seek medical advice
Scabies	Until treatment has been commenced	Two treatments one week apart for cases. Treatment should include all household members and any other very close contacts
Scarlet Fever	5 days after commencing antibiotics	Antibiotic treatment recommended
Slapped Cheek Syndrome	None	Pregnant women up to 20 weeks must inform their midwife about contact
Diarrhoea and vomiting	48 hours from last episode of diarrhoea or	Exclusion from swimming may be needed
Hepatitis A	Exclusion may be necessary	Consult the Health Protection Agency
Meningococcal meningitis	Until recovered	Communicable disease control will give advice on any treatment needed and identify contact requiring treatment. No need to exclude siblings or other close contacts.
Viral Meningitis	Until fully recovered	Milder illness
Threadworms	None	Treatment is recommended for the pupil and family members
Mumps	5 days from onset of swollen glands	

Head Lice	None once treated	Treatment is recommended for the pupil and close contacts if live lice are found
Conjunctivitis	None	Children do not usually need to stay off school with conjunctivitis if they are feeling well. If, however, they are feeling unwell with conjunctivitis they should stay off school until they feel better
Influenza	Until fully recovered	
Cold sores	None	Avoid contact with the sores
Warts, verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms
Glandular fever	None	
Tonsillitis	None	

**This policy has been agreed by:**

Signed:.....  
  
Headteacher .....

Signed:.....  
  
..... Chair of Governors

**To be reviewed in September 2025**