



St Ambrose Catholic Primary School

'Follow the example of Jesus'

First Aid Procedure and Policy

Approved by the Governing body in October 2018

Signed _____ Chair of Governors

Signed _____ Headteacher

To be reviewed and revised in October 2020

MISSION STATEMENT

Follow the example of Jesus

To do this we will:

- Show respect by being friendly to everyone, looking after everything that God has created and treating everyone as we would like to be treated ourselves. (Christ centred)
- Provide a high quality education which enables everyone to reach their full potential within a caring and supportive environment. (Education)
- Celebrate the school's place in the community and the wider world. (Community)

Objectives:

(Christ Centred)

- Provide quality collective worship and enriching liturgical celebrations.
- Enable our children to acquire an excellent religious education, through a well taught and resourced Come and See programme.
- Encourage all to develop their understanding of and relationship with God, while at the same time respecting that others choose to express their faith in different ways.
- Be positive role models, who treat each other with respect and are willing to forgive and be forgiven.

(Education)

- As teachers, to be both inspirational and creative so that every child's achievements are recognised and celebrated and that they are encouraged to become independent learners.
- To provide a safe and happy learning environment so that every child feels valued and secure within our school family.
- To encourage regular communication with parents by creating a positive and caring support network for the extended school family.

(Community)

- To join with the parish and local community to celebrate special occasions throughout the year.
- To enhance the curriculum by uniting as one all of the generations in the community and fostering mutual respect.
- To provide opportunities for the children to visit places of interest and experience a range of different cultural events in order for them to gain a better appreciation of the world around them and to 'fire' their own aspirations.
- To participate in charitable activities and be able to empathise with the needs of others.

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 for Headteacher, Assistant Headteacher, First Aider with the message “Emergency in Class ... /on the playground/field/car park” etc.
- Remember at the scene that you must ensure the area is safe before taking any further action. Call for help.
- The most capable 1st aid person with the injured person will provide immediate emergency first aid (**A**irways, **B**reathing, **C**irculation, recovery position) until Headteacher or other person with first aid training arrives.
- If the injuries are serious a member of office staff will immediately call 999 and ask for an ambulance.
- 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 above)

- These are injuries which require immediate medical attention. (Serious head injuries, broken bones, acute cuts).
- Immediately send for Headteacher or Assistant Head and First Aider “Injury in Class ... /on the playground/ field/ car park” etc.
- Provide appropriate first aid (see below) until Headteacher, Assistant Head or trained first aider arrives.
- Headteacher/Assistant Head/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.
- If appropriate move child into school room and inform the Office Staff. 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.
- 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).
- Provide child with the St Ambrose accident slip from the school office and complete the log book record.
- If the injuries are deteriorating the office staff will contact the parents and inform them of the accident and ask them to pick up their child.

All injuries: Complete an accident note and give to the child to give to the parents. These are kept in the school office alongside the accident log book. **For all injuries** tell the child’s teacher or LSA and ensure an accident note is given.

If the person treating the injury is uncertain about what to do s/he must inform the Headteacher or First Aider immediately.

First Aid

Appointed Person

The Appointed Person is the Headteacher Matt White and the First Aiders are Bronagh Ward, Ian MacKenzie, Anne Butterworth, Kelly MacKenzie and Jacqui Ryan. For any staff who know their training is out of date or who are unsure when they were last trained speak to Headteacher to check if more training is required.

First Aid Equipment

First Aid equipment is located in the staff room and school admin office. All classrooms have been provided with a mini first aid kit containing basic first aid equipment should this be required.

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.

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. Use a face mask if one is available, but do not delay mouth to mouth whilst looking for one. 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 disinfect with bleach, 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 or clean paper towels 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 he will decide whether to contact 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.)
- All accidents should be recorded in the **Accident Book**.

Head injuries

If the injury is to the head (this includes the skull, face, nose, ears, mouth, eyes) tell the Headteacher, Assistant Head, First Aider or Office Manager who will contact the parents 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 located in the office.

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.

This policy was updated in October 2018 and will be reviewed October 2020.