



Holy Trinity CE School.

First Aid Policy

Policy Review

The policy was last reviewed and agreed by the Governing Body in September 2023.

It is due for review – September 2025.

Signature

Date

Head Teacher

Signature

Date

Chair of Governors

Introduction

The Governors of Holy Trinity CE School have made safeguarding an essential priority and are committed to make sure that the safeguarding of their children remains central to their work. For this reason, the principles of excellent safeguarding practice are interwoven within the Christian culture of Holy Trinity and every aspect of the school's work. This policy supports this commitment to safeguarding and should be read in conjunction with all school policies as appropriate.

It is every person's responsibility to safeguard and promote the welfare of children and it remains a principal concern to everyone within the school community.

The purpose of this policy is to ensure that First Aid is administered in accordance to County instructions.

Policy

The school will administer First Aid when applicable. Where the injury is more than a simple cut or graze, or if the child has received a significant bump to the head or an injury to sexual areas, parents/carers will be informed either verbally by a member of staff or with a bump note given to them. They will be advised of the cause and action taken in order that they are able to seek further medical attention if necessary. All accidents that are treated will be entered in accident books which will be kept in a relevant part of the school. MSA's will notify the class teacher and the Head/SLT of any head, eye or sexual injury.

A member of the staff will notify parents and carers about for any bump to the head. A record of all calls will be kept in the office.

Where practicable, running water will be used to clean wounds. However if this is not possible, individual moist cleaning wipes that are not impregnated with alcohol will be used for cleaning the wound. Sealed individually wrapped plasters or sterile non-adherent dressings will to be used to cover the wound. Strips of plaster cut to size will not to be used, as they are not sterile.

Cotton Wool is only to be used damp and as a compress for bumps or sprains. Under no circumstances will it be used for cleaning wounds.

First Aid Equipment

Every First-Aider and MSA will have access to first aid equipment. There will be sufficient First Aid boxes. Special travelling kits will be supplied for use on visits and sporting activities.

All first aid boxes will contain sufficient quantity of suitable first aid material and nothing else. In most cases these will contain: -

- One guidance card
- Individually wrapped sterile adhesive dressings (assorted sizes)
- sterile non-adherent dressings
- protective gloves
- individually wrapped wipes
- Micropore
- Sterile wound Dressings

All first aid boxes will be checked on a regular basis and refilled where necessary. A member of the Office Staff will be responsible for ensuring there are adequate first aid supplies. A monthly check will be made.

Mains tap water or sterile saline pods will be used for eye irrigation. Eye baths, eyecups, and refillable containers will not be used for this purpose.

Plastic disposable bags for soiled or used first aid dressings will be provided. Bags will then be sealed and disposed of in a special bin.

Blunt ended stainless steel scissors (minimum length 12.70cm) will be kept in the MSA's first aid boxes and in the office in order to cut away clothing in the event of a serious injury.

Treatment

During school working time, first aid will be administered by the class teaching assistants or school office where appropriate. During lunch times this is usually impractical, as the MSA's are needed in the playground. In this instance, the MSA's use their discretion. For a minor bump or sprain, this can easily be dealt with in the playground. However, for a cut or graze or any incident where running water is required, this will be dealt with inside.

If in case of a serious cut, blood is spouting from the wound, try and stop the flow by placing a pad of cloth/clothing over the wound and applying pressure with your hands.

If a child has impaled on a spike or has a spike in them, **do not remove the object**. Keep the child calm until help arrives.

Emergency Procedure

In the event of injury or illness on the school premises, one of the senior staff will take charge of the situation promptly by recognising whether a particular injury or illness calls for speedy expert attention and by rendering such immediate help as will prevent further injury and preserve life.

If you suspect a serious injury, **do not** move the patient. A major aim of first aid, particularly in relation to more serious (or potentially serious) injuries, is to keep the casualty stable and comfortable until he or she can be moved to hospital by ambulance.

In case of serious or potentially serious injuries, professional medical assistance such as the Ambulance Service will be called at the earliest time to avoid the danger of inappropriate diagnosis or treatment. Consideration will be given, in these circumstances, as to how the School can best discharge its "in loco parentis" responsibilities until these can be returned promptly to the child's parent or guardian.

The procedures for contacting the emergency service, hospitals and local doctors in the event of accidents which cannot be dealt with on the spot, will be reviewed on a regular basis by a member of the Office Staff. Up to date information (showing names addresses, telephone numbers, transport arrangements etc) together with appropriate instructions, will be kept in the office.

Convulsions

In the event of a child having a seizure with convulsions, the following procedures will apply:

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- Cushion their head.

- **Never** put anything in their mouths.
- Do not restrict movements unless the child is in any danger. Remove any sharp objects near the child.
- Once the seizure is over, put the child in the recovery position.
- Stay with the child until they are fully aware.

If the child has a different type of seizure, do not restrain their movements. If they fall, cushion their heads and place them in the recovery position. Again, stay with the child until they are fully aware and are able to talk to you.

First-Aiders

There will be sufficient first-aiders in the school and they will be in possession of a valid first aid certificate. A member of staff trained in paediatric first-aid must be on the premises at all times. A list of all qualified first-aiders will be kept in the office and will be up dated annually by a member of the Office Staff.

Review Date

This policy will be reviewed annually or more frequently if deemed necessary.