



**Tudhoe Learning Trust**

# **First Aid Policy**

<b>Approved by:</b>	Kimberley Ivory	<b>Date:</b> September 2018
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# First Aid Policy

The health and safety of all children at Tudhoe Learning Trust is of the highest importance to all staff.

This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions. This policy should be read in conjunction with the Supporting Pupils with Medical and Mental Health Conditions.

The Trust has fully qualified first aiders and pediatric first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required.

First aid training is carried out in line with current Health and Safety recommendations. This is every 3 years to re-qualify as a first aider.

First Aid equipment is kept in the stock cupboard. Cuts are cleaned using, where appropriate running water and/ or alcohol wipes. Gloves are worn by staff when dealing with blood and these are in the first aid box.

Ice packs are kept in the fridge in the staff room and can be used to reduce the swelling for bumps and suspected strains and sprains. If ice packs are used then these are first wrapped in a paper towel to prevent contact with the skin.

All medical waste is disposed of in a medical disposal unit in the stock cupboard.

## **Dealing with bodily fluids - Aims:**

- To administer first aid, cleaning, etc. for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc.

Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:

- Isolate the area.
- Always use disposable gloves and apron. NEVER touch bodily fluids with your bare hands
- Clean the spillage area.
- Use bucket and mop with red mark from Caretaker's room (inform Caretaker if used by leaving a note)
- Double bag all materials used and dispose of in outside dustbin.
- Blood loss - if possible give individual cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

## **General**

It is the responsibility of the teacher in charge to take a first aid box with them on the visit.

Small first aid packs are available in all classrooms and in bags used by the midday assistants. All teachers taking children out of school for a trip or residential visit are equipped with a first aid pack and will carry any medication needed for individual children.

The first aid equipment is regularly checked and managed by the first aiders.

All accidents are recorded on a minor accident form and these are stored in the First Aid cupboard.

Any head bumps are recorded and parents are informed by a 'bumped head' letter. In the event of serious injury or concerns, first aiders must complete an accident/ incident report form, sending a copy to the Local Authority and directing the child/ adult to see a doctor or visit an accident and emergency department to seek further advice.

Medical information about a child is gathered through the data collection sheets as well as through information provided by parent or carer.

Important medical information is kept on SIMs and is accessible by all teachers on their laptops. Records about those children with particular medical conditions or allergies are also kept in the office in the blue contacts file.

All emergency phone numbers are kept in the contacts file in the office and on SIMs. Each new child that starts within the school supply information regarding health issues and these are recorded on SIMs.

Food allergies are listed in the blue contacts file so that the teacher is aware. The school cook is notified of all children with food allergies. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children.

Tudhoe Learning Trust will not discriminate against pupils with medical needs.

In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals.

They will include the following:-

- Details of the young person's condition
- Special requirements i.e. dietary needs, pre-activity precautions
- Any side effects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- Who to contact in an emergency
- The role staff can play