



Redbridge Alternative Provision

# First Aid Policy

Written by

C Knight

Due for review

September 2019

## First aid and medication

At least one member of staff with current first aid training is on the premises at any one time. The emergency first aiders with valid certificates in school are:

- Sam Walters
- Gail Hayes

## Our First Aid Kits:

- Comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011;
- Are regularly checked.
- Are re-stocked as necessary;
- Are easily accessible to adults;
- Are kept out of the reach of children.

Our accident book is kept safely and accessibly with the first aid kit in the Main Office. ALL serious accidents must be recorded in the office book, on the same day.

The recording should include;

- A record of any first-aid treatment given by first aiders and other members of staff.
- The date, time and place of the incident.
- The name of the injured or ill person.
- Details of the injury or illness and first-aid given.
- What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital).

The information in the accident book:

- Helps the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- Be used for reference in future first-aid need assessments;
- Be helpful for insurance and investigative purposes.

## Administration of medication

- Only prescribed medication may be administered. It must be in- date and prescribed for the current condition.

- Children taking prescribed medication must be well enough to attend the school.
- Children's prescribed drugs are stored in their original containers, in the school office, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date, the name of the medication, the dose and time, or how and when the medication is to be administered. Parents should administer medication before school so that staff only gives one dosage during the school day.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health care professional.

#### Treatment of head injuries to children

- Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress (wet tissue or cloth) for the child's own comfort. Parents/Carers must be contacted if the child has a visible or grazed bump to the head. All head bumps must be recorded into the accident book. Emergency First Aid should be sought if a child:

- |   |
|---|
| <ul style="list-style-type: none"> <li>• becomes unconscious;</li> <li>• is vomiting or shows signs of drowsiness;</li> <li>• has a persistent headache;</li> <li>• complains of blurred or double vision;</li> <li>• is bleeding from the nose or ear; and/or</li> <li>• has pale yellow fluid from the nose or ear</li> </ul> |
|---|

If any of the above symptoms occurs in a child who has had a bang to the head, urgent medical attention is needed. Parents should be contacted and the emergency service too.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the emergency first aider must be called immediately to assess the situation.

#### Disposing of blood

Blooded items should be placed in the yellow clinical waste bags and disposed of in the sanitary bin in the female staff toilets.

## ICE PACKS

Guidance on the use of ice packs: Ideally an ice pack should be applied within 5 -10 minutes of the injury occurring. The pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 20 - 30 minutes and repeated every 2 to 3 hours for the next 24 – 48 hours. Emergency first aiders must check the colour of the skin after 5 minutes of applying the pack. If the skin is bright red or pink, remove the pack.

With injuries older than 48 hours, a heat source can be applied to bring more blood to the injured area to stimulate the healing process.

Precautions when using ice and heat

### DO NOT USE ICE OR HEAT

- If the casualty is diabetic
- Over areas of skin that are in poor condition
- Over areas of skin with poor sensation to heat or cold
- Areas with known poor circulation
- In the presence of visible or known infection(s)

## Asthma

All asthma pumps are labelled and kept in the school. In the event of an attack, the inhaler must be taken to the child. All inhalers should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc. Children who have parental consent for the use of the emergency inhaler are clearly indicated in the first aid kit in the main office. An emergency inhaler can be used if the child's prescribed inhaler is not available (for example, because it is broken, or empty).

**ALWAYS SEEK THE ADVICE/ATTENTION OF A QUALIFIED FIRST AIDER IN THE EVENT OF AN ASTHMA ATTACK**

## Epi-Pens

All Epi-Pens are labelled and kept in the school office except for nursery children who store theirs in the nursery.

Anyone can administer an Epi-Pen in an emergency if the adult/child is unable to do it themselves. Staff should have training from a healthcare professional but if this is not the case then the emergency services must be informed at the same time as the Epi-Pen is administered.