

FIRST AID POLICY (This policy forms part of the Health and Safety Policy)

1 Introduction

The purpose of this policy document is to define the principles, aims and organisation of First Aid at Melrose and to provide a framework which;

- ◆ promotes consistency in school planning and school practice.
- ◆ facilitates development and change.
- ◆ informs new staff, pupils, parents, governors and the wider community.

This policy document was adapted from the Health and Safety Policy, developed in 1996 through a process of consultation with teaching staff and reviewed in the Autumn Term 2009.

This policy will next be reviewed according to the schedule at the front of the Policy File. Any changes in the meantime will be added as appendices until discussion and incorporation at the next full review.

This policy should be viewed in conjunction with the Health and Safety policy and the Behaviour and Discipline Policy.

Principles

A safe, secure environment in which teaching and learning may effectively take place must be provided for all children and staff.

Aims

Our aim is to secure a safe environment within which teaching and learning can take place.

First Aid

A management plan for serious incidents is as follows:

1. Assess the situation/ make the area safe.
2. Call for help
3. Give the casualty emergency aid.
4. Get help.
5. Deal with the aftermath.

First Aid Boxes are well equipped and accessible. They are located in;

1. Science room – wall mounted.
2. Kitchen – wall mounted.
3. In the alcove at the foot of the main stair case.
4. In the staff kitchen.
5. Reprographics room.

Minor cuts and abrasions will be dealt with by the secretary, the dinner ladies or the teacher on duty who is supplied with a first aid bag. For anything more serious the parents should be contacted. For any head injury the parents should be phoned and consulted as to whether or not the decision is to collect the child or leave the child at school. The dinner lady or teacher on duty should also ensure that the class teacher is informed of any accident, however minor, so that the child can continue to be monitored.

Protective gloves should be worn when dealing with bodily fluids. The teacher on duty should carry a pair of protective gloves at all times. They will be stored in the staff room.

Accidents

Accident forms are kept in the staff room.

Accident forms are filled in and kept in the folder in the staff room.

An accident is defined as any incident resulting in the child seeking medical treatment at a Doctor's surgery or hospital or when the advisability of seeking such treatment is debated.

Head Injuries

- Parents should always be notified in the case of any head injury.
- In the case of serious injuries, nil should be given by mouth.

Calling the Ambulance

This is at the discretion of the teacher in charge at the scene of the accident – usually the teacher on duty or one of the Senior Management team. Parents are advised that they are responsible for all costs incurred and sign an acceptance of such conditions on admission to the school.

Break Duties

A list of teachers on Break duty in the playground or indoors will be posted on the Staffroom notice board.

All teachers on duty will carry a first aid bag with them at all times and be responsible for ensuring that the playground gates are shut.

Zebra crossings closest to teachers should be used.

Resources

First aid boxes located in the secretary's office, Science room, kitchen, by the telephone on the ground floor, Upper Preparatory's room, the staff kitchen and the reprographics room.

Vomit bucket kept on a hook at the top of the cellar stairs.

Medical forms are located in the secretary's office and the staff room.

Lists of allergies, medical problems are displayed in the kitchen and on the staffroom notice board.

Duty lists.

First aid courses.

Reporting

Medical forms.