

## First Aid and Hygiene Policy

*My children, we should love people not only with words and talk, but by our actions and true caring.*

1 John 3:17-19

*But then I will bring health and healing to the people there. I will heal them and let them enjoy great peace and safety.*

Jeremiah 33:5-7

First aid is the immediate treatment or care given to someone suffering from an injury or illness until more advanced care is accessed or they recover.

### **The aims of first aid are to:**

- Preserve life
- Prevent illness or injury from becoming worse
- Relieve pain, if possible
- Promote recovery
- Protect the unconscious.

The provision of prompt and appropriate first aid can reduce the severity of an injury or illness; and in extreme cases, could mean the difference between life and death. Every workplace has a legal responsibility for ensuring adequate first aid provisions. The provision of first aid at Emmanuel School is delegated by the Governors to the Head teacher.

### **Staff Responsibility**

All staff are expected to use their best endeavours in the event of a first aid emergency. All staff must know:

1. How to call the emergency services – dial 999 and ask for an ambulance.
2. The location of the first aid boxes.

### **First Aiders are responsible for:-**

Taking charge when someone is injured or becomes ill.

Giving immediate help to casualties.

On assessing each situation the First Aider must decide if it is within their training and take action based on this judgment i.e. Ring NHS direct or emergency services.

First Aiders have completed a training course approved by the HSE.

Refresher training is given every three years.

The current qualified Paediatric First Aiders are:

Mr. Ben Snowdon  
Mrs. Liz Butler  
Mrs. Holly Stokes  
Mrs. Laura Cernik  
Mrs. Gemma Snowdon  
Mrs. Hannah Edwards  
Ms Sarah Kay  
Mrs. Wendy Swindale  
Mrs. Heather Stringer  
Mrs Gail Ridge

Unless otherwise indicated, all First Aid Certificates are valid until July 2026.

At all times there is a designated Paediatric First Aider on site and it is a requirement of all visits outside of school that they must have a first aider.

#### **First aid kits are located**

- In the staff room - first aid cupboard.
- The medical room.
- The EYU – first aid cupboard located in the kitchen.
- A small portable first aid kit is always taken out onto the playground when the children are outside playing.
- There is another small portable kit, which is taken on educational visits.

This ensures a first aid kit is available on all three levels of the schools.

The contents of the first aid boxes are checked and recorded on the chart, by

Mrs Lock - floor 3  
Mrs Lock - floor 2  
Mrs G Snowdon - floor 1

At Emmanuel School due to lower numbers it is agreed that first aid boxes onsite shall contain:

- a leaflet giving general advice on first aid
- 10 individually wrapped sterile adhesive dressings (assorted sizes)
- one sterile eye pad
- one individually wrapped triangular bandage (preferably sterile)
- four safety pins
- two medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- one large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressing
- one pair of disposable gloves
- one face shield

Prescription medication such as inhalers must not be kept in first aid boxes.

## **Procedures**

### **Accidents on playground:**

Member of staff on duty assess situation and if possible deals with it on playground using medical kit.

Any accident which has resulted in bleeding or other bodily fluid will be sent into the staffroom where a first aider will assess the situation and take necessary action.

The first aider who assesses the situation will decide if a call should be made first to the parents or for an ambulance or both.

### **Recording of incidents:**

Staff should report any accident or incident as soon as possible after it has occurred and fill in the accident report book.

Reports must contain:

- The date, time and place of the event;
- Details of those involved;
- A brief description of the accident and any first aid treatment given;
- Details of what happened to the casualty immediately afterwards - for example went to hospital, went home, returned to class.

Any head injury is recorded in the accident book and parents asked to sign the note at pick-up.

All other cases assessed as serious are recorded in the accident book and parents contacted. The Head teacher should be informed about any incident if it is at all serious.

All accidents sent to the staff room are recorded in the accident book.

Any accident will immediately alert us to take further risk assessments and action if necessary.

Parents will be informed verbally at the end of the school day or as soon as reasonably practicable.

Parents will be contacted as quickly as possible if their child were to have a serious accident at school – all emergency contact details are held in the school office.

### **Pupils with medical conditions:**

Any pupils with medical conditions such as asthma or allergies are recorded and all staff are aware of their conditions.

These are in each class register for the teachers' information and a list is by the First Aid Cabinet in the staff room

All staff are aware of the action to be taken.

### **Guidelines for Pupils with Asthma**

Most pupils with asthma will take charge of and use their inhaler from an early age and it is good practice to allow pupils to carry their inhalers with them at all times, particularly during PE lessons. If a pupil is too young or immature to take responsibility for the inhaler,

staff should ensure that the inhaler is kept in a safe but readily accessible place and is clearly marked with the pupil's name.

Pupils with asthma must have immediate access to their inhalers when they need them. Parents are asked to provide the school with a spare inhaler for use in case the original inhaler is left at home or runs out.

### **Guidelines for Pupils with Anaphylaxis**

All allergies will be notified to the school during the application process. Where children are at risk of anaphylactic shock as a result of an allergic reaction, parents are required to provide two, in date, epi-pens to be kept in the school.

Epi-pens will be clearly labelled as such and, where possible, one will stay with the pupil who may require them e.g. in the classroom, lunch hall etc. or be easily accessible to staff. Older children will be encouraged to take more responsibility for keeping their own epi-pen close by. When children are offsite for PE or school trips, two epi-pens will be taken by the teacher responsible for the trip.

When required, all staff are permitted to use an epi-pen to treat a child suffering from anaphylactic shock. First Aid training will include the use of epi-pens and staff will be regularly reminded of the procedure.

Preventative measures are contained within the lunch policy and communicated to all parents regularly.

### **Personal Medicines**

Legally, schools are not compelled to administer medication to children because of the risks involved and possible legal consequences. However, it is the school policy, wherever possible, to assist children and parents by administering prescribed medicines in school time only with the written signed consent of the parent/carer with clear guidance on dosage and time and in a named pharmacy prescribed container, **IF** the teacher concerned is prepared to do so.

Procedure:

1. Parents must ensure that all medicines are clearly marked, with the child's name, dosage and times that the medicine needs to be administered.
2. Parents must hand the medicine directly to the teacher or Head teacher.
3. The child must be well enough to be at school, as it remains school policy that the best place for children when they are ill is at home.
4. Consent forms and Records are to be put in place.
5. When medicines are administered, parents will be informed on the same day or as soon as reasonably practicable.

## **Reporting Staff Accidents**

The Head teacher should be notified immediately if a member of staff becomes ill or has an accident at work.

Any accident regarding a member of staff should be recorded in the staff accident book held in the administrator's office.

The administrator must report all serious accidents to the HSE as required by RIDDOR.

In an emergency, the Head teacher's office has details of employees and their emergency contact numbers. Staff should inform the Head teacher of any changes to their emergency contact details.

## **References**

- a) Education Regulations (Independent School Standards) (England) 2014, Regulation 3
- b) DfE Guidance on First Aid for Schools
- c) Health and Safety (First Aid) Regulations 1981

**General Hygiene Procedure** - see also the school Intimate Care Policy

## **Hand washing (with soap and water)**

Always wash and dry your hands

- Before touching food
- After using the toilet
- After taking a child to the toilet
- Before and after giving First Aid

## **Gloves**

Always use disposable gloves if:

- You have an uncovered cut or sore on your hand
- You have eczema
- You are using bleach or other chemicals
- You are cleaning up blood, faeces or urine

## **Cuts, grazes and scratches**

Take care to cover your cuts and grazes with a waterproof dressing until a scab forms.

If a child gets a cut, scratch or bite etc. that breaks the skin:

- wash the cut with warm water or an antiseptic wipe
- dry it
- cover it with a waterproof plaster

## **Cleaning up – Always use gloves**

Wrap any bloodstained dressings in polythene bags and dispose of them in a bin with a liner and cover away from the children.

Other bodily fluids should be disposed of in the same way.

When cleaning up hard surfaces (work tops, tables, floors etc.):

- cover spillage with paper towels, wash area with household bleach

(1 part bleach to 9 parts water). If bleach is not available wash with very hot, soapy water.

- pour the bleach gently over spillage - if possible leave for 30 minutes.
- wipe up with disposable towels. Put in a lined, lidded bin.
- if cleaning up carpets or other material surfaces use hot soapy water instead of bleach