

# ILLUMINATE MINDS TRUST

# FIRST AID POLICY



## **Rationale**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding.

## **Purpose**

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid;
2. Clearly defines the responsibilities of the staff;
3. Enables staff to see where their responsibilities end;
4. Ensures good first aid cover is available in the school and on visits.

## **Guidelines**

New members of staff are made aware of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and for the adults who administer first aid.

## **Conclusion**

The administration and organisation of first aid provision is taken very seriously at Illuminate Minds. There are annual procedures that check on the safety and systems that are in place in this policy.

## **Training**

**All** staff are given emergency first aid training and **all** staff undertake a rolling programme of retraining.

Some staff are qualified in Paediatric First Aid (where appropriate).

## **First aid**

First Aid is available at break times and lunch times on the playground and where needed in the Medical Room. First Aid should be sought from the class Teaching Assistant (EYFS and KS1) or available member of staff (KS2) at all other times.

## **First aid kits**

These are stored in the schools' Medical Room and each year group has a first aid kit in class. Portable kits for trips etc. are also kept in the Medical Room.

## **Cuts**

All open cuts should be covered after they have been cleaned. Children should always be asked if they can wear plasters **BEFORE** one is applied. Children who are allergic to plasters will be given an alternative dressing. This should be recorded on Medical Tracker the Trust's online recording and monitoring system. Medical Tracker will inform parents, where staff deem it necessary.

## **Minor injuries**

This should be recorded on Medical Tracker, the Trust's online recording and monitoring system. The class teacher will be notified and parents will be informed by the end of the day.

Gloves must be worn when dealing with open wounds. Blood waste should be put in a tied bag and put in the bin located in the Medical Room.

## **Bumped heads**

Any bump to the head, no matter how minor, should be treated as potentially serious.

All head bumps should be recorded on Medical Tracker, the Trust's online recording and monitoring system. Class teachers should be informed and Medical Tracker will generate and send a letter to parents. If the head bump is concerning or develops into a more concerning head bump, the child's parent must be

contacted and offered the opportunity to come and see their child and seek further medical advice where necessary.

### **Automatic External Defibrillator (AED)**

Sudden cardiac arrest (SCA) is a leading cause of premature death, but with immediate treatment using an AED and resuscitation techniques many lives can be saved.

The FAB AED is located opposite the office, just inside the double doors. AEDs are easy to use, compact, portable, and very effective. The machine guides the operator through the process by verbal instructions and visual prompts. They are safe and will not allow a shock to be given unless the heart's rhythm requires it and so are suitable for anyone to use in an emergency. The pads to be applied should be appropriate to the size of the person, for example child or adult pads.

AED's are designed to be stored for long periods without use and require very little routine maintenance, however it is the responsibility of the Head Teacher to ensure the AED is suitably maintained.

Routine checks should occur to ensure the AED is operating correctly.

The AED has a self-diagnostic process and when the AED is working correctly there will be a flashing green light visible. In the event of a malfunction there will be a flashing orange / red light which should be remedied as soon as possible.

### **Accident reporting**

All accidents are recorded on Medical Tracker, the Trust's online recording and monitoring system. and this should be completed for every incident. This will then generate a letter to be sent or handed to the parent/carer at the end of the day. Major accidents are recorded in the same way, in addition an HS1 and RIDDOR form is completed as soon as possible after the accident.

### **FAB Forest First Aid**

The Forest School (FS) lead is FS first aid trained. A fully equipped first aid kit will be present in the forest at every session. The FS lead will have a radio during each session to ensure immediate communication to the office and SLT in an emergency. A mobile phone will also be available in the event of an emergency where an ambulance is required.

A child's medical history will be highlighted to the FS lead and inhalers and auto adrenaline injectors will be brought to the FAB Forest with the children who might require them. A spare inhaler and auto adrenaline injector will be available if a first-time anaphylaxis takes place whilst in the FAB forest.

In the event of an accident or emergency the FAB forest lead will administer first aid if it is required.

Minor incidents will be assessed, and first aid delivered if it is required on site. The incident will be logged as documented in the reporting section of this policy. If necessary, parents will be notified straight away, otherwise it will be passed on to the class teacher to notify the adult collecting the child at the end of the school day.

Major incidents will be radioed through for extra support and SLT will be alerted. First aid will be delivered on site. An ambulance will be called if required. Remaining children will be returned to the classroom if necessary. Incidents will be logged on Medical Tracker, the Trust's online recording and monitoring system, as per the accident reporting section of the first aid policy.

### **Calling the emergency services**

If an ambulance is needed, it should be called by someone using a mobile phone and located at the scene of the accident. The Head Teacher should be informed immediately.

Questions will need to be answered by someone who is with the casualty.

### **Emergency situations:-**

**DIAL 999, ask for ambulance and be ready with the following details:**

#### **FOR PELHAM:**

1. Your telephone Number **0208 303 6556**
2. Location and postcode **Pelham Primary School, Pelham Road, Bexleyheath, Kent, DA7 4HL**
3. Exact location within the school
4. Your name
5. Brief description of pupil's symptoms
6. Inform the crew of the best entrance and that they will be met.

#### **FOR FAIRFORD:**

1. Your telephone Number **01322 333998**
2. Location and postcode **Fairford Academy Barnehurst, Fairford Avenue, Barnehurst, Kent DA7 6QP.**
3. What three words location for gate: **Clock Ground Clown**
4. Exact location within the school
5. Your name
6. Brief description of pupil's symptoms
7. Inform the crew of the best entrance and that they will be met.