



TEALBY SCHOOL

Aspire | Believe | Achieve

First Aid Policy

Next Review Date: July 2026



TEALBY SCHOOL

Aspire | Believe | Achieve

First Aid Policy

Rationale

Children and adults in our care need good quality First Aid provision. Clear and agreed systems ensure that all children are given the same care and understanding in our school.

Purpose

These guidelines:

- Give clear structure and guidelines to all staff regarding all areas of First Aid
- Clearly define the responsibilities and the staff
- Enable staff to see where their responsibilities end
- Ensure good First Aid cover is available in school and on visits

Guidelines

These guidelines are displayed in the staffroom, staff have signed their understanding on the copy in the staffroom Policies file and each staff member has their own copy.

First Aid in School

Training

All staff have basic emergency First Aid training which is renewed every three years. In addition, the following staff members have the full current Paediatric First Aid training – Helen Adams, Louise Percy and Janette Nicholls and.

All full First Aid training is renewed every three years.

There is always at least one Paediatric First Aid trained staff member in school and we ensure at least one accompanies any off site visits.

First Aid Kits

Playground supervisors take a kit out with them at playtime.

A First Aid kit is also kept in the corridor and office cupboards. Helen Adams reviews the First Aid kit contents and orders any necessary equipment.



TEALBY SCHOOL

Aspire | Believe | Achieve

Cuts and Abrasions

The nearest adult deals with small cuts or abrasions – rubber gloves will be worn and blood waste disposed of in the upstairs sanitary bin in the staff toilet or the one in the toilet room behind Class 2 – as advised by medical professionals. Minor cuts or abrasions should be cleaned with water. If the wound needs to be covered, staff should check whether the child is allowed to wear plasters before applying one. Children who are allergic to plasters will be given an alternative dressing if need be. More severe cuts or abrasions will be treated by a fully qualified First Aider. Any injuries requiring treatment will be recorded in the accident book.

Ice Pack

The staff member on duty or First Aider will decide whether an ice pack is necessary to treat a bump or knock to a part of the body. If deemed necessary, a staff member will be called to bring it out to be used appropriately and record the use in the accident book.

Bumped Heads

Any bump on the head, no matter how minor must be treated as serious. Parents/carers must be informed by telephone. The First Aider will decide whether the child needs to be sent home. If not, the child's teacher will be informed and asked to keep a close eye on the progress of the child. All bumped head incidents will be recorded in the accident book and an accident slip is sent home with the child.

Accident Book

The current accident book is stored in the First Aid Station. Completed accident books are stored in the filing cabinet in the school office.

In the event of a record being made in the Accident Book, whoever is recording will write what happened, when (date and time) and where it happened. The entry will be signed and dated.

All accidents where First Aid has been given will be recorded immediately in the Accident Book. A text message will then be sent to parents to inform them that an accident slip will be in their child's bag.

For major accidents, any head injury when a child is sent home or any trip or fall involving adults, a further accident report form must be completed within 24 hours of the accident. These forms are located in the office and need to be signed by the



Headteacher- Zoe Humberstone or Senior Teacher- Mrs Haslam in the absence of the Headteacher.

Calling the Emergency Services

In the case of major accidents, it is the decision of a fully trained First Aider if the Emergency Services are to be called. Other staff will support and assist the trained First Aider in their decision.

On calling the emergency services staff will:

- State what has happened
- The child's name and age
- Whether the casualty is conscious/unconscious – breathing/not breathing
- The location of the school

In the event of the emergency services being called, a member of staff will wait by the school gate on Front Street and guide the emergency staff into the location in school. If the casualty is a child, their parents will be contacted immediately and all the information given to them. If the casualty is an adult, their next of kin will be called immediately.

All contact numbers for children in the red index box on the shelf in front of the office window and emergency staff contact numbers are located in their personal files in the blue folders in the school office.

Asthma and Other Medical Problems

All parents complete a detailed form at the beginning of each academic year or on entry to the school disclosing any medical conditions. Any medical problems are shared with staff and a list of children and their conditions is kept in the front of the class register.

Inhalers are kept in the school office and the use of them is supervised by the class teacher or First Aider. The class teacher ensures that any child who has an inhaler takes it with them on any off site visits.

If a child uses an inhaler in school this will be recorded and signed in the Medical/Medicines file in the school office.

In the event of a child having an asthma attack, but no inhaler, the parents must be contacted immediately and requested to bring in an inhaler immediately. If this is not possible, an emergency Salbutamol inhaler may be used. In the event of a severe asthma attack, the emergency services will be contacted.



TEALBY SCHOOL

Aspire | Believe | Achieve

Administration of Medicines

If a child requires medicine during the school day and a parent cannot come into school to administer it, it will be kept in the school office and administered there. It will be administered by a staff member and witnessed by another. The administration of any medicine in school will be recorded and signed in the Medical/Medicines file in the school office. **No penicillin is allowed on the premises due to staff and pupil's allergies.**

Headlice

Staff do not touch children and examine them for headlice. If we suspect that a child has headlice we will inform parents and ask them to examine their child. When we are informed of a case of headlice in school, we send a standard text out to all parents.

Vomiting and Diarrhoea

If a child vomits or has diarrhoea in school they will be sent home immediately. Children with these conditions will not be accepted back in school until 48 hours after the last symptom has elapsed.

Rashes and Infectious Diseases

If a child has a rash, staff will look at their arms and legs. If an infectious disease such as Chickenpox etc. is suspected, the child's parents/carers will be called and asked to examine the child/take the child home.

Children with an infectious disease must remain at home for the prescribed time before returning to school. Timescales for particular illnesses available in the school office.

See the School Illness Recommendations

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

and Medicines in School Policy

Reviewed March 2024

Next review date: March 2025



IEALBY
Aspire | Believe | Achieve

SCHOOL

Pupil Asthma Card

IEALBY PRIMARY
Aspire, Believe, Achieve

School Asthma Card

To be filled in by the parent/carer and returned to school

IEALBY School keeps a record of pupils with asthma in order to ensure the best possible care for your child. Please enter information as requested below:

Child's name: _____ Date of birth: / /

Class: Doctor: _____

Type of inhaler _____
and Dosage: ----- Expiry Date: / /

Signs and symptoms
that your child is having
an asthma attack:

I give permission for staff to help or allow my child to take the medicine above.

Parent/carer signature: _____ Date: _____

We hold a spare inhaler and spacer for use in emergencies. Sign below to give permission for your child to use this.

Parent/carer signature: _____ Date: _____



rra completed in school:

Tealby School keeps a record of pupils with asthma in order to ensure the best possible care for your child. Please enter information as requested below:

Record of medicine administered

[illegible]