



# Oasis Academy Woodview

## First Aid Policy

### **First Aid Policy Statement**

The Executive and Associate Principals of Oasis Academy Woodview accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Signed \_\_\_\_\_  
(Executive Principal)

Date 21.10.21

## **Statement of First Aid organisation**

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Executive Principal to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school

## **Arrangement for First Aid**

### **Materials, equipment and facilities**

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'.

The Appointed Person: Currently the Appointed person is Amanda Riley. She will regularly check that materials and equipment are available. She will ensure that new materials are ordered when supplies are running low.

Each class have their own wall mounted First Aid Box with additional boxes in the main office, staff room and medical room. These need to be stored where they are visible and easy to access. It is the appointed person's responsibility to ensure that these are regularly checked and that the stations are fully stocked.

There is a trip first aid bum-bag stored in the medical room. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bag are running low.

Responsibility to regularly check First Aid Boxes located in the classrooms lies with staff working in the classes. If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

Playground:

It is every supervising adult's responsibility to provide FA in case of a minor accident.

Should an adult not have FA training, they then can request help/ second opinion from a qualified First Aider.

In case of a major accident or a head injury a qualified First Aider should be asked to assist in giving First Aid.

### **Cuts**

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe.

Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice.

All first aid administered is recorded in the first aid book in each class a copy kept in school and a copy given to parents.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

### **Head injuries**

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents and Guardians must be informed by Telephone. The adults in the child's class room should be informed and keep a close eye on the child. All bumped head accidents should be recorded

as above.

## **First Aid and Medicine files**

These files are kept in each classroom and in the office. The contents of these files are collected at the end of the academic year, by the appointed person, and kept together for a period of 3 years as required by law.

For Major accidents/ incidents a further form must be completed within 24 hours of the accident/ incident. (Any accident that results in the individual being taken to hospital is considered a Major accident/ incident.). These are to be recorded on Handsam system. They also need to be signed by the Principal.

### **Administering medicine in school:**

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the Teachers' files/ SEND folder/ First Aid-Medicine Record files and in the office.

Children with Medical conditions have to have a care plan provided by the school nurse, signed by parents/ guardians. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are stored in the classrooms in a secure cupboard/high shelf. Each child's medication is in a clearly labelled container.

**All medicines in school are administered following the agreement of a medication form or care plan by the school nurse.**

## **Asthma**

Children with Asthma do not require a care plan. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. Adults in the classroom are to check the expiry date on the pumps regularly and inform parents, should the pumps expire or run out. Asthma pumps should be carried by the person who it has been prescribed for, and clearly labelled with the child's name. Asthma sufferers should not share inhalers. When not in the class-room, adults take inhalers for their children with them.

Only **Blue** (reliever) Asthma Pumps should be kept in schools.

### Generic emergency salbutamol asthma inhalers:

In accordance with Human Medicines Regulations, amendment No2, 2014, the school is in possession of 'generic asthma inhalers', to use in an emergency.

These inhalers can be used for pupils who are on the school's Asthma register. The inhalers can be used if pupils' prescribed inhaler is not available (for example, if it is broken or empty). The emergency inhalers are stored in the First Aid box in the school office or staff room. The inhalers are clearly labelled.

The emergency inhaler asthma bag contains

- One salbutamol inhaler (clearly labelled), inside its original packaging with instructions on how to use and clean the inhaler.
- One plastic spacer to be used with younger children First Aid cabinet

In case of an emergency an adult needs to be sent to get the asthma pump while a First Aider remains with the child. Once the pump has been administered, (older children can administer it for themselves under supervision) the First Aider needs to record the time and dose of salbutamol (how many puffs have been administered). This needs to be recorded on administering medicine form. (Kept in the First Aid folders in each classroom.)

For further information on administering medicine see next section, also see Pupils with Medical conditions in School policy.

Adults may also use the inhalers in an emergency and should follow the above instructions on recording the use of the inhalers.

When the emergency inhalers have been used, please notify the persons responsible for First Aid and Medicine, currently Amanda Riley.

## **Other Medicines**

Short term prescriptions; Medications such as the short term use of antibiotics or painkillers can be administered only if the parent /guardian fill out the 'Parental consent form for administering medicine' form. Parents can obtain the form from the office on the first day of requesting the medicine to be administered at school. The office is to pass the forms to the adults in the named child's class room regarding the administration of the medicine in question. The copy of the Administering Medicine at Schools Form must be kept in the Accident file.

Medication may be administered in school if it is required to be taken four (4) times a day. Classroom staff should encourage parents to administer all other medicine at home. All medication administered at school must be prescription medicine, prescribed by a doctor and obtained from the pharmacy, clearly labelled with the child's name and address.

Children are encourage id they can to take the medication themselves with one adult to oversee. If a child is unable to administer themselves, two adults need to oversee and check dosage.

Medications that need to be kept in the fridge can be stored in the school office.

### **Calling the Emergency services.**

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Principal should be informed if such a decision has been made even if the accident happened on a school trip or on school journey.

If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

## **Headlice**

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. A standard letter should be sent home with all the children in that class where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

## **Chicken pox and other diseases, rashes**

If a child is suspected of having chicken pox etc, we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look. Parents will be called for any child who are immune compromised in that class.

