

# **NEWBOLD SCHOOL**

## **First Aid Procedure Policy**

*Reviewed September, 2019, by Mrs J Crissey*

*Ratified by Newbold Board of Governors, September, 2019*

**Lead First Aiders:** Mrs McCormac and Mrs Murphy (both are paediatric trained).

In the event of an accident, first assess that no-one in the vicinity is in danger.

If the child/person injured can walk, an adult in charge will direct a prefect, or older child, to escort the injured party to the designated first aider. While all staff are trained in basic first aid, designated paediatric first aiders are:

Mrs A McCormac

Mrs H Murphy

Mrs A Bay

Mrs.M.Silvestre

If the injured party is unable to get up off the ground, a member of staff will stay with them while a prefect or older child is sent to get one of the above-mentioned first aiders. If none of the designated people on site are available, then the nearest member of staff will be found. All staff have first aid training.

**We do not move anyone who is injured and unable to get themselves up off the ground.**

### **MEDICAL EMERGENCIES**

If the level of injury cannot be treated on site, give emergency first aid, if possible, and send someone to ring for an ambulance immediately. (See Medical Plan for procedure)

**Levels of injury that cannot be treated on site:**

- Severe head injury
- Bleeding that cannot be stopped
- Spinal injury
- Broken bones
- Unconsciousness or diminishing level of consciousness
- Breathing difficulties
- Any burn if the casualty is a child
- Severe eye injuries
- In case of seizure if effects last for longer than five minutes

**Our First Aiders will follow these procedures when dealing with an injury:**

- Use rubber gloves
- Clean injury using alcohol free wipes

- If possible, place injury under cold running water (eg a finger) and cover with a plaster or a dressing with microporous tape
- For head injuries, apply an ice-pack and inform parent or guardian
- If the injured party has sustained grit or dust in the eye, use a sterile eye wash

**Do not interfere with splinters – just clean and cover for home treatment**

**Other basic First Aid knowledge can be found in First Aid book in medical room if needed**

- Fill in the accident form that is kept in the purple medical file - in the top cupboard in the medical room
- Fill in the appropriate form and send home with child

**If a child has come to school with sickness or diarrhoea they should not be admitted, but returned home until 48 hours after the last episode. If a child complains of sickness symptoms during the day and shows obvious signs of being unwell, the parent or carer will be notified and asked to collect the child.**

**Once we have reported a sick child to the parent, the child will be prepared to leave for home and will be left with a staff member to await the arrival of the parent.**

**If we are unable to contact a parent or carer, the child will be isolated from the class and given a place to rest (soft mat as makeshift bed) and will be cared for by an adult until we are able to contact a suitable person to collect them.**

### **First Aid procedure if in contact with blood or bodily fluids.**

- Wash hands if possible before and after treating a casualty
- Wear gloves from the first aid kit when available.
- Cover open cuts or wounds on your own skin with a waterproof band or dressing
- Take care to avoid cuts or wounds from sharp material such as broken glass which may be contaminated with the casualty's blood
- Mop up spillages with a paper towel and clean with an antibacterial solution
- Dispose of soiled dressings and blood stained material into sealed and marked disposal bags, which should go for incineration
- Dispose of sharp material into a puncture proof container
- Use a mask or other barrier for mouth to mouth breathing , particularly if blood is involved.