

Ysgol I D Hooson

First Aid Policy

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What is First Aid?

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

First aid and medication

At least one member of staff with current first aid training is on the premises at any one time. The first aid qualification includes first aid training for infants and young children.

The emergency first aiders with valid certificates in school are:

Mr Sion Owen Miss Laura Lewis Miss Lowri Jarvis

Our First Aid Kits

First aid boxes are located around the school in key locations, which ensure there is quick access from various locations around the school. First aid kits are carried when staff are on playground duty on the school field.

First Aid kits are checked regularly. Class teachers and support staff are responsible for maintaining the kits within their individual rooms. Miss L Lewis and Miss L Jones are responsible for resourcing and restocking First Aid boxes outside classrooms.

Our accident books and forms

Are kept safely and accessible.

Accident forms are completed to record accidents and inform parents.

All head injuries are reported to parents/carers

Administration of medication

The school has its own policy for administering medication.

School will only administer medication in special circumstances e.g. when medication prescribed by a doctor is required more than 3 times a day. Please refer to the school's medication policy.

Sickness

School will advise parents/carers when appropriate if pupils are required to be removed from school due to infectious diseases.

Children with headlice are not excluded, but must be treated to remedy the condition.

Parents are notified if there is a case of headlice in the school. Occasionally, if headlice are clearly visible there may be a need for parents/carers to make arrangements for the child to be collected from school so that appropriate treatment may be administered. Support is available through the school nurse who may be able to offer advice.

Treatment of head injuries to children

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress(wet tissue or cloth) for the child's own comfort. Parents/Carers MUST be contacted if the child has a visible or grazed bump to the head. All head bumps must be recorded into the accident book/form. Parents/Carers will also receive an accident form to informing them of the incident. Accident books are located in the pupil's class. It is the responsibility of the first aider dealing with the head bump to inform the class teacher who must then relay the information back to the parent.

UNDER NO CIRCUMSTANCES SHOULD ICE PACKS BE APPLIED TO HEAD BUMPS.

This will reduce swelling but it can actually do more harm if there is a hairline fracture this could result in the child needing additional emergency hospital treatment.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found(even if this is in the toilets or playground) so long as it is safe to do so and the emergency first aider must be called to assess the situation.

Splinters

Splinters can be removed if they are small and you can see the angle it went in but not if they are embedded or in a joint. They must be extracted in the same direction they went in.

ICE PACKS

Instant ice packs are single-use only and for the treatment of sprains, strains and bruises and must be kept out of children's reach. These are stored in the main first aid cupboard by the staffroom area.

Precautions when using ice and heat

DO NOT USE ICE OR HEAT

- If the casualty is diabetic
- Over areas of skin that are in poor condition
- Over areas of skin with poor sensation to heat or cold.
- Areas with known poor circulation
- In the presence of visible or known infection(s)

Asthma

We have many children at Ysgol I D Hooson with Asthma. All pumps are labelled and kept in the school office. In the event of an attack, the inhaler must be taken to the child. All inhalers should accompany children when they are off the school grounds e.e. swimming, visits, visiting another school etc. Children on the asthma register are clearly displayed in the staffroom and office.

Plasters

Plasters may be used to cover cuts or grazes as a means of comforting the child. Staff should ensure that the injury has been cleaned using antiseptic wipe before a plaster is used to cover the injury. Parents should notify school of any allergies the child may have with the use of plasters. More serious injuries, wounds and cuts may require additional bandage, and school will contact parents/carers when the child has suffered more serious skin injuries.

Epi-Pens

All Epi-Pens are labelled and kept in the pupil's classroom. Anyone can administer and Epi-Pen in an emergency if the adult/child is unable to do it themselves. Staff receive training from healthcare professionals annually.

Arwyddwyd/Signed: _____

Chair of Governors/Cadeirydd y Corff Llywodraethol

Arwyddwyd/Signed: _____

Headteacher/Pennaeth

Dyddiad/Date: _____

Adolygu/Review: _____

