



# Arbour House School

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## **First Aid Policy**

Date: November 2018  
Review: November 2019

## Rationale

- To ensure an effective response to injuries and sudden illness in pupils and staff.
- A separate policy is in place for the administration of medication- 'Policy and guidance for supporting pupils with medical needs'

## Aims and Objectives

- To identify a member of staff qualified as a First Aider 'In The Workplace' in each of the following staff groups; teaching, office and learning support assistants.
- To provide First Aid equipment and provision in accordance with Health & Safety recommendations
- To ensure that all staff are aware of the appointed First Aiders
- To ensure all staff are aware of correct reporting and recording procedures relating to accidents

## Guidelines

- There is a designated room for First Aid.
- All treatments must be in accordance with medical guidelines recommendations
- Names of qualified First Aiders will be displayed in the First Aid Room and by all first aid kits.
- First Aid Boxes are located in the:-
  - **DESIGNATED FIRST AID ROOM**
  - Outside the main office
  - Kitchen
- Cold Compresses are located in the freezer compartment of fridges in:-
  - Medical room
  - kitchen
- Children requiring First Aid treatment should be dealt with initially by the member of staff involved. Where there is doubt or in more serious circumstances a message should be sent by reliable means to either the school office or direct to a qualified First Aider.
- Accidents to pupils should be recorded in the accident book and reported to parents via the teacher or Headteacher. Accidents to staff must be reported on the organisational accident form (Advice from SLT).
- **Serious accidents**, resulting in a person being taken to hospital, must be reported to the Headteacher and reported to the Regional Director.
- **Accident Reporting** The Headteacher is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil,

member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the school's Senior Leadership Team on a monthly basis with a view to assessing whether any measures need to be taken to prevent recurrence

- To deal with the disposal of bodily fluids and other medical waste accordingly, providing facilities for the hygienic and safe practice of first aid.
- The Headteacher must be informed if it is felt necessary to send or take persons home due to illness or injury.

A typical First Aid Kit should consist of the following items;

- 2 small (eye pad) bandages
- 6 medium bandages
- 2 large bandages
- 4 triangular bandages
- 6 safety pins
- 1 pair of disposable gloves
- 6 antiseptic wipes
- 1 leaflet containing general First Aid advice
- 20 plasters of assorted sizes

Some of the First Aid Kits are required to contain alternative or additional items. This information can be found in a document (a copy of which is placed in the red ring binder in the Medical room.)

This document can be used to check that all First Aid Kits are suitably stocked. Stock levels are monitored on a monthly basis and re-ordered as required. Any items which have passed their expiry date are discarded safely.

The location of all First Aid Kits should be designated with a green cross, together with a list of suitably qualified First Aiders.

### **Dealing with body fluids**

In order to maintain protection from disease, all body fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed.

- When dealing with any body fluids wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following body fluids must be cleaned up immediately.
- Bodily fluids include:
- Blood, Faeces, Nasal and eye discharges, Saliva, Vomit

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Never use a mop for cleaning up

blood and body fluid spillages. All contaminated material should be disposed of in a yellow clinical waste bag (available in all 1st aid boxes) then placed in the waste bin in the sick room. Avoid getting any body fluids in your eyes, nose, mouth or on any open sores. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of saline.

### **Infectious diseases**

If a child is suspected of having an infectious disease advice should be sought from the appointed person who will follow the Health Protection Agency guidelines below to reduce the transmission of infectious diseases to other pupils and staff.

### **Pupils' Medical Information**

All pupils' medical information, whether medicated or not, is stored in a blue file in the Medical/ First Aid Room.

| ILLNESS                  | PERIOD OF EXCLUSION                                 | COMMENTS                                                                                                                                                                                                                                                |
|--------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chickenpox               | 5 days from onset of rash                           | Pregnant women up to 20 weeks and those in last 3 weeks of pregnancy should inform their midwife that they have been in contact with chickenpox.<br>Any children being treated for cancer or on high doses of steroids should also seek medical advice. |
| German Measles           | For 5 days from onset of rash                       | Pregnant women should inform their midwife about contact                                                                                                                                                                                                |
| Impetigo                 | Until lesions are crusted or healed                 | Antibiotic treatment by mouth may speed healing                                                                                                                                                                                                         |
| Measles                  | 5 days from onset of rash                           | Any children being treated for cancer or on high doses of steroids must seek medical advice                                                                                                                                                             |
| Scabies                  | Until treatment has been commenced                  | Two treatments one week apart for cases. Treatment should include all household members and any other very close contacts                                                                                                                               |
| Scarlet Fever            | 5 days after commencing antibiotics                 | Antibiotic treatment recommended                                                                                                                                                                                                                        |
| Slapped Cheek Syndrome   | None                                                | Pregnant women up to 20 weeks must inform their midwife about contact                                                                                                                                                                                   |
| Diarrhoea and vomiting   | 48 hours from last episode of diarrhoea or vomiting | Exclusion from swimming may be needed                                                                                                                                                                                                                   |
| Hepatitis A              | Exclusion may be necessary                          | Consult the Health Protection Agency                                                                                                                                                                                                                    |
| Meningococcal meningitis | Until recovered                                     | Communicable disease control will give advice on any treatment needed and identify contact requiring treatment. No need to exclude siblings or other close contacts.                                                                                    |
| Viral Meningitis         | Until fully recovered                               | Milder illness                                                                                                                                                                                                                                          |
| Threadworms              | None                                                | Treatment is recommended for the pupil and family members                                                                                                                                                                                               |
| Mumps                    | 5 days from onset of swollen glands                 |                                                                                                                                                                                                                                                         |
| Head Lice                | None once treated                                   | Treatment is recommended for the pupil and close contacts if live lice are found                                                                                                                                                                        |
| Conjunctivitis           | None once treatment has started                     | Children do not usually need to stay off school with conjunctivitis if they are feeling well. If, however, they are feeling unwell with conjunctivitis they should stay off school until they feel better.                                              |
| Influenza                | Until fully recovered                               |                                                                                                                                                                                                                                                         |
| Cold sores               | None                                                | Avoid contact with the sores                                                                                                                                                                                                                            |
| Warts, verrucae          | None                                                | Verrucae should be covered in swimming pools, gymnasiums and changing rooms                                                                                                                                                                             |
| Glandular fever          | None                                                |                                                                                                                                                                                                                                                         |
| Tonsillitis              | None                                                |                                                                                                                                                                                                                                                         |