

Supporting Pupils in Schools with Medical Conditions & First Aid Procedures

FIRST AID PROCEDURES

Accident Books

The school has an accident book on the school premises. This is kept safely but accessible to first aiders in the staffroom. Any serious accidents/incidents are recorded on AssessNet (Bucks Council's electronic reporting system).

Our accident books keep a record of any first aid treatment given by first aiders. These accident books MUST be written in pen, completed on the same day of the incident and include:

- the date, time and place of the incident.
- the name of the injured or ill person.
- details of the injury or illness and first aid given.
- what happened to the person immediately afterwards (for example, whether they went home, went back to class or went to hospital).

Parents/carers are informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school. In the event of a head injury, the first aider who treated the injury or the school office will contact the parent/carer.

Medical Emergencies

The school will call an ambulance before contacting parents/carers if a child becomes seriously ill. The school will arrange for a competent member of staff to travel to hospital in an ambulance and act in loco parentis until the parents/carers arrive. The member of staff in loco parentis will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents/carers. This includes procedures for contacting parents/carers, or other authorised adults, if a child becomes ill while in the school.

- The school does not provide care for children, who are unwell, eg have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times by the Health and Safety coordinator and the emergency first aiders.
- The school adheres to the Public Health Agency guidelines that children should not return to school until 48 hours has passed since the last episode of diarrhoea or vomiting.

Treatment of Injuries

Following an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

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 are contacted for all bumps to the head. All head bumps must be recorded in the accident book and a letter sent home informing the parents/carers of possible symptoms to look out for. It is the responsibility of the first aider/school office dealing with the head bump to contact the parent/carer and also inform the class teacher.

Disposing of Blood

Blooded items should be placed in the yellow clinical waste bin in the disabled toilet.

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 First Aid cupboard in the Staffroom.