



Astrea Academy Trust

Atlas Academy

First Aid Policy

Date	September 2021
Adopted by Trust Board	
Review Date	September 2022

First Aid Policy

At Atlas Academy we endeavour to provide the very best possible care for our children. Many of our staff are First Aid trained in order to deliver this care to the children.

There is an appointed first aider for the adult employees of the school.

These staff are responsible for ensuring that the First Aid cupboard and boxes are correctly stocked.

Staff with First Aid Training:

There are staff with paediatric first aid in EYFS.

There are staff with emergency first aid certificates in KS1 and KS2. Certificates are displayed in the medical room.

The medical room is in the KS2 area of school next to the disabled toilet. All medical equipment, including a sharps bin, is stored in this area. Children are brought here for treatment.

A small kit of medical supplies is kept in the KS1 shared area and in Foundation Stage to tend to minor playground injuries.

Procedures

Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of in the sanitary boxes in the staff toilets. Minor incidents and accidents should be dealt with, wounds cleaned etc and the child returned to the playground when possible and practical.

An up-to-date list of child medical conditions, asthma etc is kept in the staffroom. Children with medical condition that all staff need to be aware of, e.g. allergies, needing epipens etc, have a photograph card with details on in the staffroom.

Accidents should be recorded in the First Aid Record book and the white top copy given to the child to take home

Head injuries

All children with a bumped head injury should have a letter to take home. At the discretion of the first aider parents may be contacted to collect their child from school. Details are recorded in the First Aid book.

The class teacher should always be informed.

Accidents at Lunchtime

Minor grazes should be dealt with by the midday supervisors. With any other injuries children are brought to the medical room for treatment.

Accidents in the classroom

If an accident happens in the classroom, the child will be dealt with by the TA working in that classroom. If further help is needed the child will be taken to the medical room and a first aider consulted if appropriate.

Precautions for offsite Activities

Classes leaving the school premises take a First Aid box, and a sick bucket containing essential cleaning aids. A person trained in First Aid must accompany the children on the visit.

Dealing with Emergencies

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted.

If a child needs hospital treatment in a non-urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, then a member of staff will call 999 for an ambulance.

Hygiene Control Guidelines

It is advisable to follow the Hygiene Control Guidelines recommended by the DfES listed below in all instances to provide protection against a range of infections to which staff in schools may be exposed. The following is the basic hygiene procedure recommended by both Union and the DfES, which should be put into operation in all instances against a range of infections which teachers in schools may be exposed to.

Personal Hygiene

Razors, toothbrushes or other implements which could become contaminated with blood must not be shared. Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.

Sanitary towels and tampons should be placed in the disposal bins provided.

Accidents Involving External Bleeding

Normal First Aid procedures should be followed, which should include the use of disposable gloves.

Wash the wound immediately and apply a suitable sterile dressing and pressure pad if needed.

Splashes of blood from one person to another

- Splashes of blood on the skin should be washed off immediately with soap and water.
- Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.

After accidents resulting in bleeding, contaminated surfaces, eg tables, or furniture should be disinfected.

Staff Precautions

As general policy, if staff are giving care to infected children have cuts and have abrasions, these should be covered with waterproof or other suitable dressings.

Waste Disposal

Urine, vomit and faeces should be eliminated or discarded into the toilet in the normal manner.

If a child is sick on the floor, furniture or playground the area should be covered with sawdust or cat litter and cleaned using the identified "medical purposes only" mop and bucket and the area disinfected appropriately.

Soiled Waste and Bloods should be disposed of in the sanitary bins. These are collected regularly and the contents disposed of by an outside contractor.

Administration of Medicines

See separate policy.

Asthma Inhalers

Asthma can be a life threatening disease and attacks can start very rapidly.

All children needing an inhaler will have a form completed by their parents/carers outlining their dosage.

It is vital that the asthmatic pupils have instant access to their inhalers. It is entirely reasonable to allow pupils to keep their inhalers on their person, particularly during PE sessions, and in the classroom.

Children with Special Medical Conditions

Children with specific conditions and treatment are photographed and their details are placed on the staffroom wall. Health plans are made available to appropriate staff.

General illness

If a child complains of illness during the teacher uses their common sense and consults with a member of SLT if they think the child needs to go home. SLT make the final decision. If a child is thought to be too ill to stay at school, then office staff will make contact with parents for the child to be collected.

If a child has sickness or diarrhoea in school, then they should stay in the medical room with access to the disabled toilet. A member of staff should contact carers immediately for them to be taken home. Children should stay off school until they have been clear of both sickness and diarrhoea for a minimum of 48 hours.

To be read in conjunction with:

Safeguarding Policy

Health & Safety Policy

School Emergency Plan Managing

Medicines Policy