



Education is that which liberates

13ac First Aid Policy A7-E4

The Swaminarayan School

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Governor in charge of Health and Safety: Dipak Patel

Last reviewed: S Purohit July 2017 N Manani April 2017
and Mrig Divecha, March 2017

Next review date: June 2018

FIRST AID POLICY

1. List of Qualified First Aiders and Location of First Aid Boxes

A list of qualified first aiders is kept by the Welfare Assistant and is displayed in the office and the staffroom. Qualifications will be updated every 3 years.

List of Current First Aiders

Sushma Purohit*	Varsha Patel
Vaishali Pattni	Dave Downey
Bibi Chaudhuri	Mrig Divecha*(EYFS)
Manju Patel	Tharu Austin
Bhavna Patel	Sylvie Alexander
Daniel Worth	Minaxi Manani
Thomas David	Yogini Patel
Cedy Pinto	Justin Wildman
Hansa Patel	Lushantha Nayagar
Gauri Mistry	Ander Retolaza
Chandrika Depala	Falguni Patel
Che Bacon	Amanda Philips
Shilpa Patel	Monica Guly
Nicola Morrison	Jamie Pitchford
Laxmi Patel	Srikaant Ragvani

*also qualified in Paediatric First Aid

The following are qualified in Paediatric First Aid

Savita Bhudia (EYFS)	Dipti Badiani (EYFS)
Kathryn Baillieux (EYFS)	Rekha Shah (EYFS)

Access to First Aid kits

Main Office	Under Front Desk
First Aid Room	On top of Fridge
Kitchen	In Office on top of Cabinet
Nursery Class	On right hand wall near Cloakroom
Kindergarten	On the wall near the class sink
Reception Class	On the wall above the sink in Rec.W
Staffroom	Opposite the Toilets
Senior Library	On wall behind desk
Art Room	Teacher's desk in Art Room on top floor
Science Block	In Prep Lab on wall opposite copier
Dining Room	On wall near the phone
French room	Teacher's desk

2. Accidents/Injuries/Sickness

In any large community, from time to time, there will be accidents, injuries and sickness that require treatment. In such cases pupils should be asked to report to the First Aid Room or the school office. If the Welfare Officer is away from her office, a note on the door will say where she can be found or who to see in her absence. In the absence of the welfare officer, the school office must be contacted. In an emergency any one of the above first aiders may be called to the scene of the emergency.

3. Safety/HIV Protection

All staff must wear disposable gloves when dealing with any accident involving blood or other body fluids.

Any waste (wipes, pads, paper towels etc.) must be placed in a disposable bag and fastened securely. Any soiled children's clothes must be placed in a plastic bag and fastened ready to take home.

4. Instructions for staff on duty

This also applies for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes).

The following are some of the more serious accidents or emergencies for which you may need to call a first aider immediately:

- **Falling** – children tend to fall over quite frequently when playing, and they react in different ways. If the child is unable to get up and is in obvious distress, the staff on duty will call the first aider, who will assess the situation and take the appropriate action. If the child is unable to stand unaided, we do not lift them – this could cause other injury.
- **Unconsciousness** – **call the first aider immediately**
- **Breathing difficulties** – ask the child to stand or sit quietly. If they have an inhaler, check that they use it correctly. If they do not use an inhaler or do not have one, **call the first aider immediately.**
- **Fainting/Epilepsy** – If a child is falling, try to support her/him or ease the fall, loosen clothing round the neck and **call the first-aider.**
- **Anaphylaxis** – this is the result of a severe allergic reaction. The child can experience severe difficulties with breathing. Common allergies are:
 - Food e.g. nuts (especially peanuts)
 - Insect stings
 - Immunisation or antibiotics

From time to time we have children in school with severe allergies who may have an 'Epipen' to keep in school. These are normally stored in the first aid room with the Welfare officer. This will deliver adrenaline. Quick action is necessary. **Call the first aider immediately.**

For minor injuries such as cuts and scratches and other illnesses, please send the child to the Welfare Officer.

Further guidance for asthma can be found in B12, *Asthma Policy*.

5. Log Book

Normally the Welfare officer will deal with most incidents and will keep a record of all the incidents in a logbook. In her absence the first aider dealing with the accident, injury or sickness must also keep a record of the date, time, name of pupil, nature of the accidents/injury/sickness and the treatment provided or the action taken. They must pass this information onto the Welfare Officer as soon as possible but certainly before the end of morning or afternoon session. Parents will be informed by the Welfare Officer of any major injuries and incidents (by telephone where possible) before they see their child at the end of the day. She will send a note home with the child regarding all injuries.

6. If an Ambulance needs to be called

If in the opinion of the Welfare Officer or the first aider an ambulance needs to be called, then this must be done as a matter of urgency.

Anyone can call an ambulance without referring to an expert if the circumstances require it, e.g. heart attack.

The Head teacher will be informed as soon as possible. The school office must also be informed of the name and form of the pupil, the nature of the accident/injury/sickness and where the pupil is so that

- (a) parents/guardians can be contacted
- (b) Someone can meet the ambulance and direct them to the appropriated area of the school.

During school hours the Welfare Officer will normally accompany the pupil to the hospital.

While waiting for the ambulance, decisions will need to be made about informing the pupil's sibling and collecting the pupil's belongings. The office staff will find out from the ambulance driver which hospital they will be taking the pupil to so that this information can be communicated to the parents when they arrive. If the parents arrive before the ambulance it will not be necessary for the matron to accompany the pupil.

All accidents requiring hospital treatment must be reported to the HSE (Health & Safety Executive) within ten days of the accident. The welfare officer will complete a RIDDOR form for the Head teacher to sign and send off.

7. If pupil needs to be looked after at home

If in the opinion of the Welfare Officer or first aider, the pupil is not well enough to remain in school and does not need the emergency services, then the pupil must be asked to rest in the First Aid room. The appropriate Head teacher must be informed first and then the Welfare Officer will contact the parents/guardians to come and collect the pupil. The office staff will sign out the pupil. Any pupil who is not well will not be allowed to go home unaccompanied.

8. Minor Injury/Accident/Sickness

If the injury/accident/sickness is of a minor nature, then appropriate treatment will be provided by the Welfare Officer or first aider and the pupil may be asked to return to lessons for the remainder of the day.

9. Injury as a result of violence

Where an injury to a pupil has occurred as a result of violence from another pupil e.g. in a fight then this will be investigated by the staff concerned with statements from everyone involved. In this case the teacher/matron will inform the parents and take appropriate action. It is important that parents are contacted before the end of the day to inform them of the incident.

10. Major Accident

Where an injury to the pupil has occurred as a result of an accident on school premises, an *Accident Report Form* must be completed by the Welfare Officer. A copy of the accident report must be passed on to the Head teacher. All information relating to the accident must also be passed on to the appropriate Head/Deputy Head teacher who will contact parents/guardians. For minor accidents, a letter may be sufficient.

11. Head Injuries

In cases of an injury to the head, the pupil will remain under adult supervision until collected by parents/guardians who will need to be told the following:
Letter will be sent home with the child as well.

We advise you to:

Take your son/daughter to your GP
Take him/her to casualty department if you have any anxiety

Please note that:

Symptoms such as vomiting and/or headaches may imply concussion.
Your child should not be left unattended.

12. Hygiene Procedure for dealing with spillage of body fluids

Spillages of body fluids must be dealt with swiftly by placing a barrier around the spillage and covered with Body Fluid Powder and the caretaker/cleaners immediately called to clean up the area. Always wear disposable gloves when cleaning up after any spillages. Remove and dispose of gloves and other waste in a sealable plastic bag.

- The fluid must be disposed in the appropriate manner.

B23a Procedures for Head Injuries

Please check the injury and ask the pupil how it happened.

1. Ask the pupil how severe the knock to the head was and also ask if they feel sick or dizzy.
2. Give the pupil an ice pack to put on the injury and sit at least for 15 minutes under your observation.
3. Make a record of the injury in the First Aid Incident book.
4. After fifteen minutes when it is time to release the pupil ask them again how they feel.
5. Ask them if they need to sit for any longer. If so please let them sit under your supervision.
6. In your judgement if the pupil is ready to go back to class or playground, do tell them to look out for any symptoms such as a headache or feeling sick. Tell them that in that case they must immediately return to the office.
7. Give our standard letter about head injuries to the pupil and tell them to hand it to their parents.
8. Phone the parent and tell them about the injury without alarming them. Tell them about the letter and that the child should be under supervision and they should look out for symptoms for 24 hours. If in doubt they should take the child to A & E.
9. If the pupil is feeling sick or is sick the child cannot go back to class or lunch or to the playground.
10. If the injury is severe in your opinion, then a decision will need to be made in the usual way about whether to contact the parents and/or to call an ambulance.