

# **BALCOMBE C E (C) SCHOOL**



## **First Aid and Accident Policy**

Approved by Governors: 2015

Date for review: 2017

## First Aid Provision

First aid will only ever be administered by an adult. Sticking plaster, ice packs and water are the only things we are allowed to use.

Our Paediatric First Aiders are;

- Beverly Hoddell (Lake Class)
- Annette Wilkinson (Lake Class)
- Rachel Bolland (Coombe Class)
- Trish Gardiner (Forest Class)
- Sarah Cornwell (Forest Class)
- Jasmine Waters (Mill Class)
- Audrey Kirby (Mill Class)
- Lara Power (Office)
- Tracy Davidson (Lunch)

## Medicines

School staff *do not* have a statutory duty to give medicines or medical treatment. They can if they are willing and have had appropriate training. In an emergency all staff in charge of pupils have a common law duty to act for the health and safety of a child in their care – this may mean giving medicine or medical treatment.

Medicines are not generally administered in school unless the circumstances are exceptional. In such cases the medicine will be administered in the school office, NEVER in the classroom. However Balcombe is an inclusive school and children with medical needs are treated sympathetically.

Please click **HERE** for our Management of Medical Needs and Administration of Medicines Policy.

## Care of sick children in school

If a child feels unwell or has a temperature we will try to contact the parents so that the child may be taken home. The child will wait in the foyer until the parent arrives for collection. **If the child is not well enough to sit in the foyer one of the support staff will stay with him or her and a camp bed is available if necessary.**

*Procedures for contacting parents and calling an ambulance;*

- Parents must be contacted by the Head teacher, Class teacher or Admin officer when a child receives an injury which may require medical treatment and likewise when an ambulance is called
- If parents or emergency contacts cannot be reached and a child needs hospital treatment, the child will be taken to hospital in an ambulance (NEVER in a car) with the First Aider or the Headteacher who will stay with the child until the parent arrives. The school will continue to try to contact the parents.

## Special Medical Conditions

If a child has a specific medical condition e.g. diabetes, epilepsy, asthma or allergy, class teachers will be informed by the school secretary and his/her name will be added to the list on the First Aid cupboard front. Support staff will likewise be informed.

**Asthma sufferers are encouraged to keep their reliever inhalers with them and to be responsible for their use. Nebulisers, being more bulky, may be kept in the first-aid cupboard if parents prefer.**

A special note should also be made by the class teacher in the register so that supply teachers are immediately aware.

The Headteacher in consultation with the school first aider, parents, nurse and other relevant healthcare professionals will draw up a healthcare plan for children with special medical needs. This will be reviewed annually.

## Anaphylactic Shock

Some children and adults are extremely allergic to e.g. stinging nettles, wasp and bee stings, nuts, peanut butter, pollens, animal hair, vaccinations and drugs such as penicillin. Anaphylaxis is the state in which a severe generalised reaction has occurred. The whole body is affected, usually within minutes of exposure to the allergen.

The signs of anaphylactic shock are;

- itching or a strange metallic taste in the mouth
- swelling of the throat and tongue
- difficulty in swallowing, difficulty talking, noisy breathing
- difficulty breathing due to narrowing of airways or swelling of the throat
- urticaria (nettle rash/hives) anywhere on the body, especially large or numerous lesions
- generalised flushing of the skin
- abdominal cramps and nausea
- sudden feeling of faintness (due to a drop in blood pressure), pallor, clammy skin, rapid weak pulse, blue lips
- sense of apprehension or doom
- collapse or unconsciousness

In **ALL** cases hospitalisation is required and the procedures for contacting parents and calling an ambulance must be followed (see page 2).

## Procedures in the event of severe asthma attack

- Never leave the child unattended.
- Encourage relaxed breathing, NO deep breaths.
- Sit the child upright, forward supported.
- Loosen clothing around the neck.
- Ensure there are no crowds around.
- Ensure minimum fuss.

- Comfort a small child.
- Encourage a drink of water to relieve mouth dryness.
- Ensure the child uses TWO doses of the usual bronchodilator. The bronchodilator inhaler is BLUE.

The procedures for contacting parents and calling an ambulance (see page 2) must be followed after 5 minutes;

- if the child is very distressed and unable to talk,
- if the child is exhausted (from continual coughing and wheezing),
- if the child is BLUE under the fingernails and around lips,
- if the peak flow has dropped considerably.

### **Procedure to follow with nosebleeds**

- Remove the child quickly and with minimum fuss from the classroom.
- Provide a supply of tissues.
- The child MUST catch his or her own blood.
- Wear plastic gloves.
- Lean the child forward, pinch the soft part of the nose for up to 10 minutes.
- If the bleeding continues for more than 30 minutes follow the procedures for contacting parents and calling an ambulance (see page 1).
- Dispose of all blood stained tissues etc in servery swing bin (emptied daily).

### **Recording Injuries**

Any injury requiring treatment will be recorded in the Minor Incidents Book in the first aid cupboard.

In the case of head injuries or any injury which requires treatment from a doctor, the Headteacher or First Aider must be informed prior to contacting parents.

### **Procedure in the event of a severe accident outside at play or lunchtime**

- ◆ Supervisor "A" to assess the severity of the accident. If the child cannot or should not be moved:
- ◆ Supervisor "A" to stay with the child and send a responsible child to inform the other supervisor(s) "B" (and "C") on duty.
- ◆ Supervisor "B" or "C" (whoever is nearest the main school building) to fetch First Aider and/or Headteacher then return to the playground.
- ◆ Supervisor "B" or "C" to blow whistle and assemble all children together in large playground. If accident occurs in large playground assemble all children in small playground.
- ◆ Supervisor "A" to assist First Aider/ Headteacher. If necessary an ambulance will be called for and contact made with parents or emergency contacts, giving details of the accident.
- ◆ Having informed the First Aider, Supervisor "A" to assist in provision of blankets, water, tissues etc, then return to large playground with Supervisors "B" and "C".
- ◆ Accident form to be filled in. Secretary to provide.
- ◆ Procedure in the event of a severe accident within the school building.

- ♦ Class teacher to stay with the child and send a responsible child to inform the secretary and/or Headteacher.
- ♦ Headteacher or support staff to assist the First Aider and follow procedure points 4,5 & 6 as above, substituting Class teacher for Supervisor "A".

### **Procedure for making an emergency call**

#### *On-site emergency*

Mon-Fri: Office Hours School Office – 01444 811403

Evenings/Weekends: Police and/or Fire Brigade – 999

Callers to the above contacts must be prepared to provide the following information, if possible:

- (a) If off-site, group name, location of emergency and time it occurred.
- (b) That you are calling about an educational establishment in West Sussex.
- (c) The name and address of the establishment, including the town and street.
- (d) Your name and phone number or that of another available contact.
- (d) Nature of the emergency, individuals involved, condition and location of any injured.
- (e) Any immediate assistance required.
- (f) The safety of the rest of the group will be maintained