

# Balcombe C E (C) School

---



## First Aid and Accident Policy

---

Adopted by Governors: July 2015

Reviewed: July 2017  
Oct 2019  
July 2021

Next Review: July 2022

## 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 First Aiders are;

- Lara Power (Lead / Office)
- Lucy Chettleburgh (Lead /Office)
- Alistair Graham (Premises)
- Paula Bennett (Coombe)
- Sharon Kingsland (Lake)

## 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](#) Medical needs in School 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.**

*Procedures for contacting parents and calling an ambulance;*

- Parents must be contacted by the Head teacher, Class teacher or office 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 and support staff will be informed by the Office and his/her name will be added to the list on the First Aid cupboard front.

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 yellow waste bin situated in staff toilet.

### **Recording Injuries**

Any injury requiring treatment will be recorded on accident sheets 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**

- ◆ Adult on duty to assess the severity of the accident. If the child cannot or should not be moved:
- ◆ Adult on duty to stay with the child and send a responsible child to inform a First aider.
- ◆ Adult on duty to blow whistle and assemble all children together away from the incident.
- ◆ 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, any available adults to assist in provision of blankets, water, tissues etc.
- ◆ Accident form to be filled in.

### **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 Office and/or Headteacher.
- ◆ Headteacher or support staff to assist the First Aider.
- ◆ If necessary an ambulance will be called for and contact made with parents or emergency contacts, giving details of the accident

- ♦ Accident form to be filled in .

### **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