



# COLNE VALLEY HIGH SCHOOL

## First Aid Policy

<b>Approved by:</b>			
<b>Responsible department:</b>	Colne Valley High School		
<b>Last review date:</b>	November 2024	<b>Last reviewed by:</b>	Operations Manager
<b>Last updated:</b>		<b>Last updated by:</b>	
<b>Next review due :</b>	November 2025		

## **Rationale**

Students and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all Students are given the same care and understanding in our school.

## **Purpose**

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid;
2. Clearly defines the responsibilities of staff;
3. Enables staff to see where their responsibilities end;
4. Ensures good first aid cover is available in the school and on visits.

## **Guidelines**

New staff are made aware of this policy when they are appointed as part of their induction. This policy is regularly reviewed and updated. This policy has safety as its priority for the Students and adults receiving first aid and safety for the adults who administer first aid.

## **Conclusion**

The administration and organisation of first aid provision is taken very seriously at Colne Valley High School. There are annual procedures that check on the safety and systems that are in place in this policy.

The school takes part in the Health and Safety and undertakes a risk assessment of the first aid requirements of the school as changes arise.

## **First Aid Policy Guidelines Training**

Staff are offered emergency first aid training and all necessary staff undertake a rolling program of retraining.

## **Materials, equipment and facilities**

The school will provide materials, equipment and facilities as set out in DFE 'Guidance on 'First Aid for schools'.

The appointed person: Operational Manager, will regularly check that materials and equipment are available and that new materials are ordered when running low, with the assistance of Senior Mental Health Lead, who is medically trained. The appointed person is responsible for the arrangement of adequate First Aid Training for staff.

The location of first aid equipment are in various points around the school.

A main supplies cupboard is in the First Aid room located near Student Services.

An emergency first aid kit which must be carried on all out of school visits is located in the Admin Office at the front of the school building

It is the responsibility of staff last accessing First Aid Kits to notify the appointed person if stocks are running low.

The Well-Being building is where Medical equipment such as inhalers and Epi-Pens are kept and managed by Senior Mental Health Lead.

The Well-Being building also houses a medicine fridge where prescribed and labelled medicine for students is stored. Students Arbor details daily time and dosage requirements for individual pupils which is dispensed by Senior Mental Health Lead.

## **Cuts**

**The nearest first aid should deal with small cuts.** All open cuts should be covered after they have been treated with a medi wipe. Students should always be asked if they can wear plasters before one is applied. Students who are allergic to plasters will be given an alternative dressing.

Minor and severe cuts should be recorded and the students Arbor, severe cuts should be recorded in an accident record book, on CPOMS and parents should be informed.

A major incident needs to be reported to the appointed person immediately and should be appropriately recorded, where needed, the report also needs to be added Wirehouse.

**ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY MUST WEAR PROTECTIVE GLOVES.** All blood waste should be placed into the appropriate labelled bin in the Pastoral office for safe disposal.

## **Head Injuries**

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated.

If the student is sent back to class the teacher should be informed and keep a close eye on the progress of the child.

ALL bumped head incidents should be recorded on Arbor.

Parents should be called if the child has a serious cut on the head, a large bump (egg) or there are obvious signs of concussion. Students who have a concussion after a head injury will need to be taken to hospital, this would be reportable on Wirehouse too.

## **Near miss**

A near miss, near hit or close call is an unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage, or an interruption to normal operation.

Near misses should be reported via the **Wirehouse Portal**. The Operational Manager should be made without delay.

### **Allergic Reactions**

Staff working closely with a child who experiences serious allergic reactions will receive training to recognise the signs of a serious allergic reactions and in the administration of EpiPens. In case of a less serious allergic reaction a first aider should examine the child and follow care plan instructions, found on Arbor. Please also see the section on 'Arrangements for administering medicine in school'.

### **Record Keeping**

All records of First Aid should be recorded on the Students' Arbor account. Should the nature of the First Aid be of a Safeguard nature, the report should be put on CPOMs as well.

All First Aid incidents that result in a person being advised to go their GP/A&E or an ambulance being called must be reported on the Wirehouse Portal, as well as on the students Arbor account.

The school follows the HSE guidance on reportable accidents/incidents for Students and visitors.

### **Accident Reporting**

The school has a responsibility to provide first aid to all staff. In case of an accident/incident staff should seek First Aid from any qualified First Aider. All First Aid treatment to staff should be recorded on an accident form that can be obtained from the office and reported to the appointed person.

In case an accident/incident results in the individual being taken to hospital, where they receive treatment and are absent from work for 3 days or more, the appointed person needs to be notified. The appointed person and the Head of School will review the accident/incident and will decide if it needs to be reported to the HSE.

### **Calling the Emergency services**

If an ambulance is required the Head of School or (person in charge) and appointed person need to be notified immediately, even if the accident/incident occurs on a school trip or journey.

If the casualty is a child, their parents/carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for Students and staff are available from the school office.

Dial 999, ask for an ambulance and be ready with the following information:

1. Your telephone number: 01484 848680
2. Give your location as follows: Colne Valley High School, Gillroyd Lane, Linthwaite, HD7 5SP
4. Give exact location in the setting:
5. Give your name:
6. 6. Give name of child and a brief description of child's symptoms:
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

**IT IS IMPORTANT TO SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION IF ASKED**

### **Arrangements for administering Medicine in schools**

At the beginning of each academic year, any medical conditions are shared with staff and a list of these Students and their conditions are copied for School Office.

Students with Medical conditions require a Medical Care Plan incorporating requirements recommended by medical professionals and signed by parents/guardians. These need to be checked and reviewed regularly. Medications kept in school for Students with medical needs are stored in the Wellbeing Building, clearly labelled and recorded with administration details.

#### **Asthma**

Students with Asthma do not require a Medical Care plan but must have a completed Asthma **RISK ASSESSMENT** if they require the use of an inhaler in school. It is the parent/carers responsibility to provide the school with up-to date Asthma information for their Students. First Aiders should check the expiry date on inhalers at the end of each half-term and inform parents if inhalers have expired or run out. Only reliever Asthma inhalers should be kept in school. Emergency inhalers can be sourced from the first aid medical store.

#### **Head lice**

Staff should not touch Students and examine them for head lice. If we suspect a child or Students have head lice their parent/carer should be informed discreetly and a standard letter should be sent home with all the Students in that class where the suspected head lice incidence is. The admin team/school can be asked to examine Students and provide advice and guidance to parent/carers on how best to treat head lice with parental consent.

#### **Chicken pox and other diseases, rashes**

If a child is suspected of having chicken pox, measles, etc; we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it is ok to look.

For the inspection of other rashes the same procedures should be followed. If we suspect the rash to be contagious (such as scabies, impetigo, conjunctivitis, etc) we need to inform parents and request that Students are treated before returning to school. In most cases once treatment has begun it is safe for Students to return to school. If more than one child is suspected to have the same disease/rash in one class a letter should be sent home to all parents in that class, to inform and allow problems to be spotted early and treatment begun, thus avoiding the further spread of disease/rash.

#### **Pandemic Influenza**

The decision to close the school due to pandemic would be made by the Head of School or their nominated representative.

The school will notify the Local Authority and the Environmental Health Dept. Any pupil showing symptoms of pandemic flu at school will be isolated from other pupils and arrangements made for them to be collected and taken home. If the school is aware of a large number of Students with specific symptoms information will be sent out to all parents to minimise the spread of infection whilst the school remains open.

Advice to follow to minimise infection:

- Cover nose and mouth when coughing or sneezing using a tissue when possible
- Dispose of dirty tissues promptly and carefully
- Wash hands frequently with soap and water to reduce the spread of the virus from hands to face or to other people
- Clean hard surfaces (e.g. door handles) frequently using a normal cleaning product.

