



## York Steiner School First Aid Policy 2016

(To be used in conjunction with the school Health and Safety Policy and the Administering of Medicines Policy)

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## ***Regulations***

The Health and Safety (First Aid) Regulations 1981 place a general duty on employers to ensure there is adequate first aid provision for their employees should they be injured or become ill at work. Schools also clearly have a moral duty (a duty of care) to make adequate first aid provision for their pupils.

## ***First Aid***

The purpose of first aid is to give immediate help to casualties with common injuries or illnesses, and those arising from specific hazards at school and when necessary, ensure that an ambulance or other professional help is called.

The priorities are:

- the immediate treatment of any minor injuries and illnesses
- the prevention of deterioration in the general well-being of the patient, for example by resuscitation, by stopping any bleeding, by relieving anxiety and assessing pain
- the summoning of professional help
- the recording of the injury or incident, and its treatment

## ***Aim***

The aim is to make the best possible provision of immediate first aid for pupils, staff and visitors in case of accidents or relevant emergencies.

## ***First Aid Kits***

The First Aid Group (see appendix 1) are responsible for ensuring that fully stocked First Aid Kits are available in all necessary places in the school (see appendix 2). Each kit must be obviously visible.

Kits should be checked at least once every half term. Staff are responsible for restocking their individual kits from the general stock in the sick room. The First Aid Group is responsible for monitoring and replenishing this general stock.

Fully stocked travel kits are available for off-site activities including school trips, the playing field and gardening lessons. These must always be taken. They must be signed out and in for use on overnight trips, to ensure their return.

## ***Serious Injury***

When treating what may be a serious injury or illness, staff should consider whether to call an ambulance. If there is any doubt, an ambulance should be called. In any case, a colleague who has attended the 'First Aid at Work' course should be called to assist.

In the event of any of the following and in addition to administering appropriate first aid, staff should call a colleague to phone 999 (or 111) *and* the injured pupil's parent/s:

- An extreme allergic reaction
- Obstruction in the throat or choking
- Profuse bleeding
- Unconsciousness
- Abnormal breathing
- Severe head injury
- A burn larger than 2.5cm square in area
- Any other emergency situation
- If you are concerned or unsure after 10 minutes of administering first aid.

Staff may not take a pupil to hospital without the express permission of the parent/s.

### ***Management of Blood and Body Fluid Spillage***

Any blood or body fluid spillage must be cleaned up immediately and effectively, using paper towels and disinfectant. Mops should not be used. For this, staff must wear protective gloves (Nitrile or Latex, **not** Vinyl) and aprons. These are available in the Sick Room, and must be disposed of after use.

### ***First Aid out of School Hours***

The School Administrator will inform all external groups using the building about First Aid arrangements. For significant public events organized by the school (e.g. Fairs), the school will organize for a First Aider to be on call, and will publicise their name and how to contact them.

**All employees should be informed of arrangements for administering First Aid**

### ***Approval & Review***

This policy has been approved by the Board of Trustees on November 2016

Policy review date: November 2017

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## ***Appendix 1***

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### **First Aid Group**

#### Teachers

- Hannah Levey
- Sally Ryan
- Annabel Gibb
- Rachael Culver-Dodds

#### Parents

- Tracey Nevens
- Angela Bridge

### **First Aiders (who have done the 3 day 'First Aid at Work' course)**

- Annabel Gibb
- Margareth Gschnitzer
- Hannah Levey
- Lynda Murphy
- Sally Ryan
- Isabel Swift

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## ***Appendix 2***

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### **Designated locations for First Aid Kits at York Steiner School**

1. Staff Room
  - a. Sick Room (main stock)
  - b. Portable Kits in lobby for use at field and for gardening lessons
2. All Classrooms 1-8
3. All Early Years Classrooms
4. Café/Kitchen
5. Gym
6. Laboratory
7. Office/Reception
8. Woodwork Room

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## **Appendix 3**

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### **Contents of First Aid Kits**

*(Based on the HSE recommendation for the minimum content of first aid kits from DfEE 'Guidance on First Aid for Schools'.)*

- First Aid leaflet
- Accident Record Book
- Moist wipes, 10
- Plasters, 20 individually wrapped (assorted sizes)
- Sterile water
- Sterile eye pads, 2
- Triangular bandages, 2
- Safety pins, 6
- Wound dressings, 6 medium sized (approximately 12cm x 12cm)
- Wound dressings, 2 large (approximately 18cm x 18cm)
- Surgical tape
- Ice packs, 2
- Thermal blanket
- Disposable gloves, 1 pair
- Scissors

*Equivalent or additional items are acceptable.*

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## *Appendix 4*

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### Standard Procedures

The following standard procedures may be used for the treatment of some common minor injuries and illnesses.

**A list is maintained of all children who should not receive certain treatments. It is issued to all staff. An additional copy is kept in the sick room. All staff must check this list before treating a child.**

For any treatment involving bodily fluids, protective gloves (Nitrile or Latex) should be worn.

Asthma attack	The school's emergency salbutamol inhaler, only given to those who already have a prescription, who cannot find their own inhaler, and for whom we have specific permission.
Bruise	Ice pack
Burns and scalds	Hold under cold running water for 10 minutes. If running water not available, immerse in cold water. Apply burn pack if necessary. Call an ambulance if severe or if burned area is larger than 2.5cm square in area.
Cut	Clean with water / 'moist wipe' Plaster
Eyes	Flush with sterile water if necessary
Graze	Clean with water / 'moist wipe' Plaster
Head injury	If severe, ambulance to be called. Minor injury to be treated as bruise. In all cases a letter must be sent to parent/s. (See file for copy)
Nausea	Water
Sprain	<b>POLICE: Protection, Optimal Loading, Ice, Compression, Elevation</b>
Stings	Ice pack

A record of all First Aid administered to children is kept in the Accident Record Books, which are kept with all First Aid Kits. All records are collated and reviewed at least termly by the Administrator.

Parents must also be informed about any significant injury, including all head injuries. A standard letter is usually used for the latter.

## Overnight school trips

The following may also be used on school trips, with parental permission. The teacher leading the trip will seek permission for the use of additional remedies, below, prior to the trip. Parents must provide clearly-labelled medication and written instructions for its use.

Constipation	Appropriate medicines
Diarrhoea	Appropriate medicines
Hayfever	Anti-histamine tablets
Muscle strain pain	Ibuprofen
Pain	Paracetamol
Stings	Anti-histamine cream, or tablets
Sunburn	After-sun lotion
Temperature with some pain	Paracetamol
Travel sickness	Appropriate medicines