



Administering First Aid/Medication.

***The main duties of a first aider are to:
To give immediate help to children/adults with common injuries or illnesses and those arising from specific hazards at school; and when necessary, to ensure that an ambulance or other professional medical help is called.***

As a school we regularly review the school's first-aid needs, and particularly after any significant events, to ensure the provision is consistently adequate. In light of recent circumstances, we have revisited this again and included any relevant advice and guidance from the LA and at a national level.

The information below should inform all employees of procedures for providing first aid, in particular any changes that may have arisen as a result of the current situation. This will ensure that the school continues to ensure that the standard of provision and practice is maintained throughout this period of change.

- A list of First Aider Personnel is displayed in the medical room and at various points around the school building. All staff should familiarise themselves on return to work.
- First Aid resources are located primarily in the medical room, additional self-care and welfare equipment is stored in the shower room next door.
- Additional First Aid boxes are located in the School offices (Both floors)
- Adequate signage is displayed in the medical rooms, which is clear and easily understood. All staff should use these to inform actions.
- All staff should take precautions to avoid infection and must follow basic hygiene procedures.
- Handwashing must be rigorous both before and after dealing with an incident.
- The use of PPE equipment is a statutory requirement when dealing with First Aid/Personal care, additional PPE may be necessary depending on the severity of incident.
- Staff will have access to single-use disposable gloves, disposable aprons and face masks, plus antibacterial handwashing resources.
- Extra care and attention should be considered when dealing with blood or other body fluids and disposing of dressings or equipment.
- To avoid cross contamination, disposable yellow bags should be used in this instance.
- If a child is feeling unwell or displays any symptoms, they should be taken to the medical room until they can return home.
- A member of staff should supervise the pupil during this time to reassure them and monitor the illness.

Informing parents/carers:

(Letters home are stored in the plastic folders in the medical room)

- If a child has sustained an injury to the head, the A4 letter should be sent home which outlines the incident and gives advice to parents/carers.
 - A telephone call is usually made after a head injury; this can be to either ask for the child to be picked up or a courtesy call to inform that the child will be monitored.
 - If a child has had any other accident, this will need recording in the green accident book and a form filled in for the child to take home.
 - If a child requires their inhaler during the school day they will need a form home and this will need recording in the daily records.
 - Medications will be handed in at the office and staff should use the accompanying form to record administration details. This should be handed to the senior admin and will be scanned.
- If a child in school is becoming symptomatic with Covid-19, this will be RIDDOR reportable.
 - In the event of a child having to go straight to hospital due to an accident in school, senior admin MUST be informed as this will require RIDDOR notification.
 - This will also be necessary if we are informed of a broken bone that has occurred as a result of an accident on school premises.