



# Grouville School First Aid Policy 2022

UNRC Article 3: Everyone who works with children should do what is best for each child.

UNRC Article 19: You should not be harmed and be kept safe.



The Head teacher of Grouville School accept her responsibility under the Health and Safety at Work (Jersey) Law 1989 and acknowledges the importance of providing First Aid for employees, children and visitors within the school.

As a school we are committed to the CYPES procedure for reporting accidents and recognise our statutory duty to comply with the UK Health and Safety (First Aid) regulations 1981 and Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the CYPES guidance on First Aid in school.

## First Aid organisation

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Headteacher to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

## Arrangement for First Aid

The Appointed Person: Currently the Appointed person is Mrs Yvette Watts. She will regularly check that materials and equipment are available. She will ensure that new materials are ordered when supplies are running low.

The school has First Aid kits stationed in the Medical Room, Reception and Nursery classrooms, the staffroom and the hall. It is the appointed person's responsibility to ensure that these are regularly checked and that the kits are fully stocked. Playground First Aid bum bags are stored at the KS1 and KS2 exit to the playground and in classrooms. Everyone shares the responsibility of ensuring these are re-stocked after use. If you notice an item is running low please inform Mrs Watts.

Visits/Trips first aid bum-bag/backpacks are stored in the Medical Room. It is the appointed person's responsibility to ensure that these are regularly checked and that the stations are fully stocked. It is also the responsibility of the adults of the class attending the visit/trip to check the contents prior to

going and to notify the appointed person if stocks in the trip bag are running low.

All staff can administer basic first aid. In case of a major accident or a head injury a qualified First Aider should be asked to assist in giving First Aid. Student helpers are not permitted to administer First Aid.

### **Cuts**

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe.

Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the Minor Incident log (either staffroom or office). Severe cuts requiring a visit to hospital should be recorded as an online Notifiable Accident notification (via admin) and parents/carers informed.

**ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES AND THE WASTE MATERIAL SHOULD BE DOUBLE BAGGED AND DISPOSED OF.**

### **Head injuries**

Any bump to the head, no matter how minor is treated as serious and a qualified First Aider should give advice. All bumped heads should be treated with an ice pack and the child will be given a head bump sticker to wear. Parents/carers must be informed by telephone if the head bump is serious or there is any concern. The adults in the child's classroom should be informed and keep a close eye on the child. All bumped head accidents should be recorded in the minor injury log. The qualified First Aider will advise whether further medical attention is needed. If a child/adult sustains a serious injury, then immediate arrangements must be made to contact the parent/carer and take them to the Accident and Emergency Department at the General Hospital or call for an ambulance. An online Notifiable Accident form must be completed if a child or adult requires hospital treatment.

### **Infection Control**

In order to prevent the transmission of any infectious disease, including HIV, the following First Aid guidelines must be followed whenever possible:

- disposable gloves must be worn when dealing with an incident where blood is present, dependent on the circumstances and if practicable
- blood on the skin where there is no cut must be thoroughly washed with water as soon as possible
- blood in a cut or puncture wound must be encouraged to bleed freely, and washed with water. Severe cuts must have direct pressure to stem the flow of blood
- splashes into the eye or mouth must immediately be rinsed with water
- if there be an inoculation injury or where another person's blood has entered an open wound, the affected person must report to the Accident and Emergency Department as soon as possible for further treatment and medical advice. If it is a bite, both people must attend A and E
- mouth to mouth resuscitation must never be withheld in an emergency when another person's life is at risk. Plastic face shields can be used if available. The AED can be used by anybody.

- large spillages of blood or vomit on floors or work surfaces must be treated as advised and supported by the caretaker
- the school issues regular reminders to parents to check for head lice and informs parents if live lice/eggs are seen in a child's hair.

In all of these situations refer to the School's First Aiders and Headteacher, who have access to CYPES' policies and procedures regarding infection control.

### **Headlice**

The school issues regular reminders to parents to check for head lice and informs parents if live lice/eggs are seen in a child's hair. Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers and an email will be sent to the child's class/ year group. If we have concerns over repeated incidents of headlice on the same child/family the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

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

If a child is suspected of having chicken pox 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 was ok to look. Staff and families will be advised if there is a case of contagious disease. Please consult Lead First Aider and Headteacher for further advice/guidance on infection control.

### **Calling the Emergency services**

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey.

If the casualty is a child, their parents/ guardians 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 children and staff are available from the school office/SIMS.

### **Monitoring and Review**

This policy will be reviewed by the Senior Leadership Team every two years.

Written - October 2020

Reviewed - September 2022

Next Review - October 2024

# Appendix 1 - Covid-19 - responding to suspected case

