



First Aid Policy.

This policy is for Barleyhurst Park School and Barleyhurst Park Nursery.

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Introduction:

At Barleyhurst Park it is important that appropriate first aid arrangements are in place for pupils, staff and visitors. This includes providing sufficiently trained employees and maintaining adequate supply of first aid equipment.

First Aid Training:

Any member of staff who is required to administer First Aid will be given full training in accordance with current legal requirements.

The school keeps an up-to-date list of those employees who have undergone first aid training. All first aid and medical training certificates are available in the medical room.

First Aid Equipment:

The medical room is available to use when dealing with any incidents. This room is located next to the office and has a fixed locker store for medicines, a refrigerator, a bin for waste materials, a wash basin and a shower. There is an external phone line for emergency calls. Details of children with severe medical conditions are kept in the medical room and also in the classroom.

All asthma pumps are stored in the classroom cupboards.

In addition to this, each middle room has a first aid kit and portable first aid kits are provided for play times and for offsite activities.

Accident Procedures:

During playtimes and lunchtimes injuries that require first aid treatment should be dealt with in the first instance by a first aider on the playground. For injuries that require closer attention, children will be taken to the medical room and a first aider will treat them. Minor incidents should be dealt with, wounds cleaned and the pupil returned to the playground or classroom. Persons administering first aid should wear disposable gloves where bodily fluids are involved. Another adult should be present if tending to an intimate part of the body. Any dressings or materials which have been in contact with body fluid must be disposed of in the designated bin in the medical room.

During lesson time if no trained member of staff is present and therefore the injury cannot be dealt with a first aider should be phoned for.

All injuries should be recorded with a brief description of the incident. This should be sent home with the child. Head injuries/bumps require a phone call home as well as the medical slip.

If a child has an accident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical



treatment. Once an ambulance has been arranged, parents will then be informed and arrangements to accompany the child can be made. If parents cannot be contacted, a member of staff will accompany the child and stay with them until the parents arrive.

In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for parents to collect their child.

Illness:

Children who feel unwell should be seen by a first aider. The decision to send a child home can only be made by a member of the Senior Leadership Team.

Vomiting and Diarrhoea:

There are sick bags in the medical room for children who feel unwell. Sani-Dri can be found in the medical room or the caretaker's cupboard, mops and buckets can be found in the cleaning cupboard. Vomit must be treated as a biohazard and the area must be thoroughly disinfected.

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last bout.

Chicken Pox and Other Diseases and Rashes:

If a child has any of these infections, they will not be able to return to school prescribed period of time.

Headlice:

Staff do not examine children for headlice. If we suspect a child has headlice we will inform the parents and ask them to examine them. The expectation is that parents will treat their children's hair.

Pastoral Care:

There may be occasions where children state they are unwell or require first aid but actually require 'pastoral care'. Incidents requiring 'pastoral care' should be treated as follows:

If an incident occurs during teaching time, a member of staff supporting the class/year group should take 'pastoral care' of the child ensuring his/her well-being.

If an incident occurs at playtime or lunchtime the member of staff on duty should take 'pastoral care' of the child ensuring his/her well-being. It is the member of staff's responsibility to inform the child's teacher.

It is the child's teacher's responsibility to inform parents of significant pastoral care needs.