



**BLOSSOMFIELD**  
Infant and Nursery School  
(incorporating Blossomfield Childcare)

# First Aid Policy

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## **BLOSSOMFIELD INFANT & NURSERY SCHOOL (Incorporating Blossomfield Childcare)**

First Aid means the first ministrations given to an injured person. Fortunately, at Blossomfield the injuries are generally minor.

Bernadette Farkas, as the appointed person, has the responsibility to ensure that there are sufficient First-aiders in school and that the First Aid equipment is in place. Jaci Hutchinson is the First aid leader day to day.

The trained **FIRST AIDERS** are:

**Blossomfield Childcare:** Jade Page, Amy O'Callaghan, Lynn O'Callaghan, Mrs Faki Kerri Ricketts, Emma Reed

**Nursery:** Jo Millington,

**Reception:** Jaci Hutchinson, Debbie Rothwell, Shahnaz Simjee.

**Year 1:** Sue Nicholls, Jeanette Welch, Rosie Stewart, Alison Wainwright Naomi Meads

**Year 2:** Patricia Collingridge, Val Cutler, Karen Adams

**Lunchtime Supervisors:** Mrs Panda, Mrs Faki, Miss Ricketts, Mrs Haffiz, Mrs Subramaniam

These staff are able to take the correct action with minor injuries if required.

### **PROCEDURES**

#### **MINOR INJURIES**

At playtimes, children with minor injuries are sent into school alone or with a friend to seek medical attention from a trained first aider.

Nursery staff deal with minor injuries in the Nursery.

During outdoor activities Foundation Stage staff and Blossomfield Childcare may carry a mobile first aid pack with them so that minor injuries can be dealt with on the spot.

If staff deem that the injury is more serious an adult will accompany the child and alert available staff.

At dinner times the children go to the LTS who is on 'First Aid duty' who can be found in the outdoor First Aid Station.

## **GENERAL INJURIES**

If a more serious injury is received the child should be left where s/he fell and send for help by using the GREEN CROSS CARD which is located in the outdoor First Aid Station

If an injury is such that the child should not be moved e.g. suspected broken limb, child unconscious an ambulance/paramedic should be called immediately. At the same time the child's parents/carers should be informed of the situation.

Any concerns about an injury should initially be discussed with a First-aider. If there is any doubt as to the course of action to be taken, a second opinion should be sought from another first aider or member of staff. In this case or if any injury looks serious enough to require professional attention parents should be contacted.

The First-aider or a Senior Manager should ring the parent requesting that they come to school to collect their child and seek medical advice. If a parent/carer cannot be contacted, a senior manager and a First-aider will make the decision as to whether an ambulance/paramedic needs to be called for further medical assistance.

## **HEAD INJURIES**

First aiders should seek a second opinion for all head injuries. If another First aider is in close proximity they should be asked. If not another member of staff may be consulted. A GREEN CROSS CARD can be sent to the office for support at any time.

Parents should be contacted if 2 members of staff agree that the injury gives cause for concern. Parents can then decide upon a course of action.

If a parent decides to leave their child at school, the child should be monitored by staff. Should any further concerns arise the parent should be contacted and told that they need to collect their child and seek further medical advice.

If a child bumps their head at lunchtime the teacher/First Aider and lunchtime supervisor must discuss whether the bump is a cause of concern.

## RECORDING

All injuries should be entered in one of the individual year group accident books which are kept in the First aid cupboard and in the Foundation Stage Unit kitchen. The Lunchtime Supervisors accident book is kept in their mobile First Aid box in the staffroom.

The current headings are:

- Date time and place of incident  
(*P = Playground /Outside, C = Classroom, H = Hall*)
- Child's name, Class, detail of injury First Aid given and the outcome.  
(*H = child went home or C = back to class P= back to playground*)
- Initials of person/s who administered the First aid.

More serious injuries may be recorded on an LA record sheet.

A record is required to be kept for when a parent queries the treatment given to their child.

A letter should be given directly, including childcare, to whoever picks up from school if the injury is more serious **and for all head injuries** as this note gives parents more information about symptoms to watch out for over the next 24 hours. This demonstrates that we are aware of the situation and have responded appropriately. If at all possible, speak to the parent in person.

Lunchtime supervisors must give letters generated at lunchtime to the class teacher to hand directly to parents at the end of the day.

Occasionally, the decision is made to send a child home this decision must be made by a member of the Senior Management Team:

1. **ALWAYS** if the child is sick or has other tummy problems  
(children who have vomited or have diarrhoea must not return to school for 48 hours)
2. If the child is generally unwell
3. If the child has sustained a severe graze or bump which has upset him/her.

Please ask another member of staff to supervise the child whilst you make the call.

**If in doubt about an injury, always seek the advice of a First-aider.**

## **EQUIPMENT**

Equipment is kept in the First-aid cupboard located in the POD 2 corridor by the disabled toilet and the lunchtime supervisor's first aid box is kept in the staff room.

A small box/bag (situated on the wall beside the First aid cupboard) containing first-aid equipment should be taken whenever children are taken out of school.

First-aid equipment is accessible to visitors during the school day. Outside agencies using school facilities out of school hours e.g. French club must have their own first aid arrangements and kit.

Medicines are kept in labelled 'Year' boxes in the school office/ fridge/ nursery fridge - 'The Administration of Medicines in Schools' policy should be adhered to when administering medicines to children in school. This is kept on top of the Year boxes. All medicines must be administered and signed by 2 members of staff.

## **TREATMENT**

We are very restricted in what we can use when treating the children.

- To wash open wounds use gauze squares or sterile wipes.
- Exposed cuts or abrasions should be covered with a plaster if necessary. For larger areas use a gauze square fastened on with micropore tape or larger adhesive dressings if available.
- If a child comes to school the next day with the same covering on their injury please remove it.
- Eyes containing a foreign body should be irrigated with water.
- Bandages are rarely used. These would be for more serious injuries and would only be used after discussion with a First-aider.
- Cold packs are kept in the staff room/ nursery fridge or freezer.
- A thermometer is kept in the First aid cupboard.

## **CONCERNS**

Care plans for individuals are displayed on the first-aid cupboard door. A list of children with allergies/care plans will be distributed to all staff at the beginning of each year as soon as information is received from parents and updated as necessary. A copy of this information is also kept in a folder in the office.

AIDS is not a notifiable disease and AIDS sufferers have confidentiality. We therefore would not know if any children or staff have AIDS or Hepatitis or are

HIV positive. To prevent any cross infection, always wear plastic gloves when dealing with bodily fluids e.g. blood, vomit.

Put soiled gauze/cotton wool etc with the gloves in a plastic bag and double bag. Please put in the paladin outside of the kitchen.

## **VOMIT**

Cleaning materials are available in the staff room in a red 'vomit' box underneath the coffee table. There is another red 'vomit' box in the cleaning cupboard in the Foundation Stage Unit.

Cover with sawdust or a special covering agent. (Extra cleaning materials are kept in the site manager's cupboard).

Sweep up, wrap in newspaper and put in a plastic bag.

Wipe wet areas with disinfectant, put cloth in bag with gloves, tie top.

Dispose of all materials in the paladin, not in the corridor or classroom bins.

During lunchtimes, responsibility for First aid and clearing up of vomit etc lies with the LTS.

During class time, the responsibility lies with teaching staff and TA's.

If the Site Manager is available during teaching time, please ask him to clear up any mess.