



## First Aid Policy

At SPCC Christian School we aim to provide a secure and healthy environment where all children and adults can play and learn together safely. We aim to ensure that our premises both indoors and outdoors are fit for purpose and resources are safe for children to use. Details of how we ensure the health & safety of children and adults using the setting are covered by the following policies and procedures.

### Records

1. Parents fill in a detailed medical form and a permission slip for administering creams and Paracetamol on entry of their children to the school.
2. A list of medical details is given to the First Aiders and teachers. These are updated regularly.

### Action for all Accidents

1. All accidents must be referred to a School First Aider.
2. Accidents are reported on appropriate forms and filed in the Accident book in the office or on our database system.
3. Details are given to class teachers who are responsible for ensuring that parents are notified, the office will normally contact parents.
4. More serious accidents are referred to the Minor Injuries Unit in Centro de Salud Santa Ponca - Carrer del Riu Sí, 25, 07180 Santa Ponça, Mallorca (open 24 hours), telephone 971 69 46 54 or directly to Hospital Universitario Son Espases, Palma, Mallorca.
5. If necessary, arrange transport home.

### Sickness in School

If a pupil is suffering from an illness (such as vomiting or diarrhea, headache, cold or flu symptoms) this is not a first aid issue, and a decision can be made by the class teachers as to whether the pupil goes home or rests on the bed in the first aid room. The parent is informed through the office. It is then determined whether:

a) The pupil needs to go home - in this case, parents are contacted immediately and arrangements made for the pupil to be collected. If parents are not available and no alternative arrangement can be made with a responsible adult, the pupil is kept in the sick bay at school until such time as a parent can be reached. Responsibility at this point may pass to the school office.

OR

b) The pupil needs to rest quietly - students will be kept in the classroom under supervision where possible.

OR

c) The pupil should return to lessons - with outcomes b or c the staff member then takes responsibility for monitoring the pupil's progress during the day.

### On-site First Aid Facilities

1. There will be a dedicated First Aid treatment area. This contains a bed/blankets, sink and the major stock of first aid consumables.
2. If a toilet is needed (e.g. a sickness incident - repeated diarrhea and vomiting), the casualty should be transferred to the large disabled toilet.



3. Additional First Aid kits will be located in various rooms throughout the school.
4. First aiders have personal emergency kits of plasters and dressings.

### Body Fluids

Because of the risk of infection, incidents involving loss of body fluids (including, but not limited to blood, vomit, urine, faeces/ diarrhea) must be dealt with using the following procedure:

- The First-Aider must wear protective (vinyl) gloves throughout the response
- All contaminated material (gloves, dressings, swabs etc) must be collected in a yellow clinical waste bag.
- Clinical waste bags should be disposed of in a sanitary waste bin in the female toilets. These are emptied regularly by external contractors.
- For significant spillage of fluids onto surfaces (e.g. floors) a Body Fluid Disposal Kit (should be used.
- All potentially contaminated surfaces and reusable equipment must be sterilised with appropriate disinfectant solution immediately after the incident if a disposal kit is not used.
- Ongoing incidents involving body fluids (e.g. repeated vomiting or diarrhea) should be managed in the appointed room, which has toilet facilities. Gloves, Clinical Waste Bags, Body Fluid Disposal Kits and appropriate disinfectant solutions will be available.

### Medicines and Tablets

1. All medication must be clearly marked with the pupil's name. Pupils must leave all medication with teacher unless previously arranged with the school. Parents must also advise (in writing) the school of the appropriate dosage.
2. Asthma pumps and inhalers are kept by the class teacher or First Aider. An emergency Salbutamol form should be completed by parents and retained by the school for those pupils already prescribed an inhaler.
3. Medicines are administered by the class teachers, after receiving clear instruction from the parents.
4. On off-site trips pupils who use inhalers must report to the member of staff at the start of the trip for guidelines in case they should need their inhalers.
5. Paracetamol is NOT to be routinely administered to pupils.
6. The First Aider gives Paracetamol only with the permission of the parents. Permission is noted on the medical sheets held by class teacher/first aider.

### Accident and Incident Policy (As part of the First Aid Policy)

#### Objectives:

To minimise the risk of accidents to users of SPCC Christian School.

To safeguard the users of SPCC Christian School in the case of accident or a near miss.

#### Application

This policy applies to all users of SPCC Christian School

- Users = staff, visitors, contractors and personnel of associated activities at SPCC Christian School (unless otherwise specified)

#### Policy



SPCC Christian School will comply with The Health and Safety (First-Aid) Regulations. Where unknowingly SPCC Christian School is not complying, the appropriate amendments to policy/procedure/practice will be made

- As many full-time members of staff are trained and appointed as First Aiders. Many part-time members of staff are also trained. Other members of staff are trained wherever necessary.
- Good housekeeping will be adhered to in order to prevent accidents or injury from striking objects.
- First Aid boxes are kept in appropriate places within the school. The locations of the First Aid boxes are listed in the Accident and Incident Procedure. A portable First Aid kit is taken on any off-site activity.
- Where applicable, accident and incidents will be reported in the event of:
  - Death or major injury
  - A member of the public being killed or taken to hospital
  - An employee being absent from work over three days as a result of injury
  - Disease
  - Dangerous occurrence
- Risk assessments are undertaken for every new activity. Risk assessments are reviewed annually and updated where appropriate. This Accident and Incident Policy is supported by an Accident and Incident Procedure document which provides more detail about the procedures to be adopted should accidents or other incidents occur.
- Accident and Incident statistics and related activities are reported to the School Governors on an annual basis.
- 'Near misses' (non-casualty incidents/NCI) are recorded as potential first aid incidents in the 'First Aid book' in the school office.
- All significant Health and Safety incidents are handled using the Incident Management Plan

#### **Responsibilities:**

- All users of SPCC Christian School will comply with the Accident and Incident Policy.
- The Health and Safety Officer is responsible for the following:
  - Investigating accidents, incidents and related issues
  - Ensuring that all users of SPCC are aware of the Accident and Incident Procedures
  - Ensuring that risk assessments are kept up to date
  - Ensuring that First Aid cover is adequate for the event and First Aid boxes are stocked and available for use (direct responsibility of First Aider)
  - Monitoring and auditing the Accident and Incident Policy
  - Reporting accidents/incidents where appropriate
- Staff of SPCC Christian School are responsible for correcting and/or reporting any potential accident and incident hazards that they identify to the Head Teacher, and for recording them in the Incident Book which is kept in the school office.
- Contractors working at SPCC Christian School are to be made aware of the Accident and Incident Policy.