

# Victoria Lane Academy



## First Aid Policy 2020 - 2021



A Member of the Tudhoe Learning Trust



# Victoria Lane Academy

## First Aid Policy

The health and safety of all children at Victoria Lane Academy is of the highest importance to all staff.

This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions. This policy should be read in conjunction with the Supporting Pupils with Medical and Mental Health Conditions.

The school has seven fully qualified first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required.

They are:-

Amanda Clark

Samantha Schofield

Allison Langley

Karen Freer

Donna Gordon

Amanda Coates

Ann Smith

Audrey Ambrose

First aid training is carried out in line with current Health and Safety recommendations- every 3 years to re-qualify as a first aider.

- First Aid equipment is kept in the First Aid Area and cuts are cleaned using, where appropriate running water and/ or alcohol wipes.
- A Defibrillator is installed internally in the First Aid area and all staff have been trained in its use and how to access it in the event of a medical emergency.
- Gloves are worn by staff when dealing with blood and these are in the first aid box.
- Ice packs are kept in the fridge in the staff room and can be used to reduce the swelling for bumps and suspected strains and sprains. If ice packs are used then these are first wrapped in a paper towel to prevent contact with the skin.
- All medical waste is disposed of in a medical disposal unit in the stock cupboard.

## **Dealing with bodily fluids – blood etc.**

### **Aims:**

- To administer first aid, cleaning, etc. for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc.

### **Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:**

- Isolate the area.
- Always use disposable gloves and apron. NEVER touch bodily fluids with your bare hands
- Clean the spillage area.
- Use bucket and mop with a red mark from Caretaker's room (inform Caretaker if used by leaving a note)
- Double bag all materials used and dispose of in outside dustbin.
- Blood loss – if possible give individual cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

### **General**

- It is the responsibility of the teacher in charge to take a first aid box with them on any trips or visits.
- Small first aid packs are available in all classrooms and in bags used by the midday assistants.
- All teachers taking children out of school, for a trip or residential visit are equipped with a first aid pack and will carry any medication needed for individual children.
- The first aid equipment is regularly checked and managed by the first aiders.
- All accidents are recorded on a minor accident form and these are stored in the First Aid cupboard.
- Any head bumps are recorded and parents are informed by a 'bumped head' letter.
- In the event of serious injury or concerns, first aiders must complete an accident/incident report form, sending a copy to the Local Authority and directing the child/adult to see a doctor or visit an accident and emergency department to seek further advice.
- Medical information about a child is gathered through the data collection sheets as well as through information provided by parent or carer. All-important medical

information is kept on SIMs and recorded on a Health Care Plan, copies are kept securely in class and in a central file.

- All emergency phone numbers are kept in the contacts file in the office and on SIMs.
- Each new child that starts within the school supply information regarding health issues and these are recorded on SIMs.
- Recorded on SIMs and on a health care plan - The school cook is notified of all children with food allergies.
- Victoria Lane Academy will not discriminate against pupils with medical needs.

In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals. Copies are kept securely in class and in a central file.

They will include the following:-

- Details of the young person's condition
- Special requirements i.e. dietary needs, pre-activity precautions
- Any side effects of the medicines
- What constitutes an emergency
- What action to be taken in an emergency
- Who to contact in an emergency
- The role staff can play

**\* Covid-19 specific guidance is available in Covid-19 Risk Assessment Section 3/4 July 2020):**

- Fully stocked first aid box available within each bubble's area.
- Staff to wash their hands prior to administering first aid
- HT and DHT to wear PPE when dealing with pupils displaying Covid-19 symptoms where social distancing measures cannot be maintained.
- Staff to wash their hands after providing first aid support.
- Medication policy in place. Medication such as inhalers will be kept in each bubble's area. Other medicines e.g. antibiotics, Calpol etc. will not be able to be administered during this period due to staff being allocated per bubble and to avoid mixing between different areas of the school.
- Staff to wash their hands prior to support with medication and after support.

- Gloves and PPE items used by HT/DHT to be double bagged and placed in the waste bin.
- Waste bins emptied throughout the school day.
- Used & double bagged PPE and first aid materials to be placed in specific bin in outdoor bin area for decontamination (72 hours)
- <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

**Signed Headteacher:** *J Richardson*

**Signed Chair of Governors:** *D Bowes*

**Date of Implementation:** March 2011

**Date of Review:** March 2020

June 2020

July 2020

**Date of Next Review:** June 2021