














FIRST AID PROCEDURES

Below is an operational summary of procedures. These have been created by the first aid team with SLT & are underpinned by the first aid policy.

Action to be taken

	Illness /Injury	Action to be taken	First Aider?
Red	Bumped Head) and/or other head injury (above neck)	<ul style="list-style-type: none"> • First aider to attend • Treatment where necessary (including calling 999 if appropriate) • Phone home to inform parents • Sticker (N - Y6) • Log on medical tracker 	
	Suspected broken bones/ serious injury	<ul style="list-style-type: none"> • First aider to attend • Dial 999 and phone home to inform parents • Do not move child but make comfortable • Recovery position and stay with the child 	
	Fits/ Loss of consciousness	<ul style="list-style-type: none"> • First aider to attend • Dial 999 and phone home to inform parents 	
	Diabetes	<ul style="list-style-type: none"> • DIABETES TRAINED ONLY 	
	Epileptic episode or absence	<ul style="list-style-type: none"> • First aider to attend • Area cleared of children and any objects • once seizure is over place in recovery position • Dial 999 and parent immediately • DO NOT LEAVE CHILD UNATTENDED 	
	Incidents related to care plans	<ul style="list-style-type: none"> • First aider to attend • Follow care plan • Phone home to inform parents immediately 	
Orange	Nose bleeds	<ul style="list-style-type: none"> • If lasts more than 30 minutes dial 999 and phone home to inform parents • Log on medical tracker 	
	Cuts and grazes	<ul style="list-style-type: none"> • First aider to attend only if treatment needed • Log on medical tracker • Treatment where necessary/appropriate • If hospital treatment necessary phone home to inform parents 	
	Bites	<ul style="list-style-type: none"> • Treatment where necessary • First aider called if skin is pierced • Phone home to inform parents immediately • Sticker & slip issued 	
	Vomiting	<ul style="list-style-type: none"> • Please use equipment in each area • Ensure child is cool, can sit down and has access to water • Phone home for collection (48 hours to keep at home) • Report to a first aider to be logged 	
	Bacterial Virus Chickenpox, Hand foot and mouth, Conjunctivitis (etc)	<ul style="list-style-type: none"> • Drink fluid and call parents to send home • Log on Medical tracker. • To follow the guidance on how many days they need off 	
Yellow	Toothache, headache, stomach ache	<ul style="list-style-type: none"> • Ensure child has access to water and is cool • Home should only be contacted immediately if absolutely necessary or if known prior condition • <u>However if in doubt – PHONE</u> • First aider is NOT used 	

	Existing injuries	<ul style="list-style-type: none">• Phone parents to inform them it needs treating & if appropriate ask permission to do so• Alternatively, they may need to be asked to collect & take to health professionals	
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Treatment given by a first aider will be based on symptoms present at the time of injury/incident.



Additional information

Lead First Aider: Dwight Hart

4 Questions to ask when a person presents to first aid

1. What is the problem?

This helps you to identify the priority area

2. How and where did it happen?

Context can impact on the decisions to be made (include specific location on site)

3. Was anyone else involved?

Allows follow up to take place (this should be referred to Learning Mentors if it is alleged another child was involved)

4. Are you hurt anywhere else?

Ensure that other injuries or factors are not missed

Communication

- If a parent needs to be contacted, the office should be informed by AN ADULT - on no occasion should a child be sent with a verbal message.
- Any peer on peer needs to be sent to chill and chat with a note (DH) before any contact is made home
- Any first aid treated or given needs must be recorded on medical tracker
- LMs to support the office daily that all calls to parents have been made.
- In case of minor head injury, the office/LM should contact parents to inform. IF IN DOUBT – ALWAYS PHONE HOME
- In the case of an ambulance being needed ideally the adult witness/first aider responding to the situation needs to make the call (or at least be available during it) in order to be able to answer any queries raised about the individual's medical condition.
- Where hospital treatment is necessary **the Head must be informed** (in their absence the next senior member of staff should be notified). If no parent is available all information pertinent to that child must be taken by the accompanying member of staff

Lunchtimes

- In case of minor injury child taken to first aid room (Topaz Room)
- In case of major injury first aider to be brought straight to child

Recording of first aid administered

- Must be logged on Medical Tracker.
- If 'other' injury is ticked, it must be stated what the injury is
- All first aid needs to be initialled by the person who administered the first aid
- Please be specific about the location of injuries (both where they occurred and where on the individual)

- **Please note: in the case of an accident (rather than illness) in addition to the above an accident form must also be completed (see main office)**

Disposal of bandages/gloves/wipes /sharps etc.

- **Ensure you always wear gloves/mask for any injury/ sickness which involves bodily fluids.**
- Disposal of these and any other bandages, wipes etc. must be in the appropriate yellow bins
- These are located in the staff cloakroom, lower junior toilet, nursery & disabled toilet

Care Plans

- All first aiders need to have read them and signed to show this.
- Care plans are on medical tracker
 - All staff should ensure they are familiar with care plans within the school
- The Inclusion Leader will be responsible for ensuring these are up to date.

First Aid on Trips

- The school will endeavour to send a first aider on trips although due to staffing constraints this may not always be possible
- Teachers need to ensure that pupils attending the trip are taken the correct medication with them (pumps etc)
- First aid kit to be given by a first aider and relevant equipment from the Reception and return it again at the end of the trip.
- If travelling by more than 1 vehicle at a time, additional kits must be taken to ensure there is one with each vehicle.

Restocking first aid boxes

- It is the responsibility of the first aiders in each area to check the stock levels in their box every half term and replenish them from the central store in the Learning Mentors' office.
- Learning Mentor (Mr Hart) will check this central stock every term to refill if needed (including ice packs)
- A standard contents & equipment list for this has been established by the first aiders in the school in line with legal requirements.
- Medical expire date to be checked by HG/CD

Training & Induction Arrangements

- Any new First Aider needs to be trained on how to use Medical Tracker and must be provided with a log on
- Buddy system for the first week to be put into place or until the individual feels more confident

Possible Covid cases

Symptoms of Coronavirus

- Continuous cough;
- fever/high temperature (37.8C or greater)
- loss of, or change in, sense of smell or taste (anosmia)

A new continuous cough is where you:

- have a new cough that's lasted for an hour
- have had 3 or more episodes of coughing in 24 hours
- are coughing much more than usual

If symptoms occur on site

- Individuals escorted to an isolation room (first aid room) by **EXTERNAL ROUTE** (not through the building) where the external door and window must be kept open.
- A member of SLT must be informed using the phone in the area.
- Arrangements will then be made for the individual to be collected from this location by next of kin.
- Next of kin to be asked if they are happy for child to mask so that door can be closed but window open so it is not so cold whilst waiting
- Accompanying adults should maintain 2m distance as much as possible and utilise PPE. (PPE = disposable gloves & mask)
- If the individual needs to use the bathroom during this time this must be the disabled toilet. The sign must then be changed to stop any other access until it is cleaned. Please inform allocated members of staff for cleaning as soon as possible. The individual area toilets may also need to be prioritised.
- Once the individual has left, premises staff will clean the isolation room.
- Any adult waiting with an individual should carefully dispose of used PPE and thoroughly wash hands after they have left. They do not need to self-isolate unless they develop symptoms themselves

How to Record on Medical Tracker

How to log on

- Google > Medical Tracker
<https://www.medicaltracker.co.uk/>

Sign in with your school Email and password

How to complete a record

- Incident > injury/illness (depending on symptoms) > fill in the fields (ensure the name of the child is correct). Please note under the 'note' section on Medical Tracker you can summarise the incident this will be only seen by staff this will not be sent to parents. In this box please put your initials and any detail you feel relevant.
- Please be specific about where on site any injuries occurred as this allows us to analyse if there are specific H&S risks that need to be addressed (for example football pitch, climbing equipment etc)

Categories to use

- **Accidental occurrence** - only used if the child states it was an 'accident' or if there was no other child involved.
- **Slip/Trip , Fall same level** - Use when a child falls over
- **Physical occurrence** - To be used when peer on peer (deliberate physical contact) This will need to be discussed with the parent before sending the email through
- **Medication use** - this should be used to log all medication including asthma pumps, epi pens and other medication (please do not log in other categories)

If a child is sent home

- At the time of incident -this must be reflected on medical tracker by the first aider
- If they get sent home at a later time the same day - this must be reflected on medical tracker by the office

Notes

Please ensure all information recorded on Medical Tracker is as correct as possible so that we are able to relay correct information to parents.

Ellon
Wilkinson
Primary
School