



St Nicholas' Primary



Arrangements for Safeguarding

First Aid Policy and Procedures



Rationale

St Nicholas' Primary has created a First Aid Policy as part of arrangements for Safeguarding the Health and Wellbeing of children, staff, parents/carers and volunteers to the school, taking into consideration the current COVID 19 pandemic.

Scope of the Policy

This policy outlines how the school will give immediate care to a child, young person or adult who is injured or ill until full medical treatment is available. For minor conditions, first aid will be enough. The school will always contact parents/carers if a child receives a more significant injury such as a bump to the head. The school will phone 999 immediately if a child is seriously injured or ill.

The guidance for how the school should support a child or adult displaying symptoms of COVID 19 can be found in EDC's **Guidance for Workplace First Aiders during COVID-19** (appendix 1)

This policy does not include the care of children and young people who are medicated for diagnosed conditions. Individualised health care planning is in place for these children and young people.

This policy does not include administration of medications on a short term basis at the request of parents/carers; this is covered by separate authority policies and procedures.

Policy Aims

- This policy will ensure that First Aid provision meets the needs of our establishment;
- This policy will ensure that all staff are aware of their roles and responsibilities in relation to First Aid;

- This policy will ensure compliance with other East Dunbartonshire Council policies in relation to Health & Safety;
- This policy will ensure that first aid facilities, equipment and kits are fit for purpose.

Roles and Responsibilities

The person with overall responsibility for the First Aid Policy is Charlotte Grogan, Head Teacher of St Nicholas' Primary.

All members of staff have a duty of care and will be first responders in the event of a child requiring first aid for minor injuries such as cuts, grazes and bruises. All members of staff will respond to and give comfort and care to any child who has a first aid need, until a trained first aider attends.

A note of any child who is given First Aid will be taken which will then be recorded in the First Aid Register in the medical room.

There are a number of trained first aiders in our School, all of whom have participated in a two day first aid training course covering emergency first aid and emergency paediatric first aid.

Overview of Emergency First Aid Training

Emergency First Aid/AAI (Day 1)

The roles and responsibilities of an emergency first aider; assessing an incident; managing an unresponsive casualty; CPR and defibrillation; recovery position; choking; seizures; shock; wounds and bleeding; minor injuries (cuts, grazes, bruises, burns and scalds).

AAI course

Common anaphylaxis triggers; signs and symptoms of anaphylaxis; medication; adrenaline auto-injectors use.

Emergency Paediatric First Aid (Day 2)

Assessing an emergency situation; dealing with an unresponsive infant or child; recovery position; CPR and AED choking; head, neck and back injuries. fractures; anaphylaxis and allergic reactions; meningitis; asthma; febrile convulsions; seizures; diabetic emergencies; poisoning; burns and scalds; electric shock; external bleeding; eye, ear and nose conditions; bites and sting; minor injuries; treatment for hot and cold body temperatures.

First Aid Facilities, Equipment and Kits

Significant first aid casualties should be brought to the medical room beside the school office, where they can be closely monitored by SLT on duty and a first aider if necessary.

Those treating a casualty should **not** treat until they have asked the casualty the following questions if appropriate. Have you had:

- a new continuous cough?
- a high temperature?
- a loss of normal, or change in, your normal sense of taste or smell (anosmia?)
- have they had a shortness of breath, difficulty breathing?

If the person answers "**No**", then treatment in line with first aid training should take place, ensuring good hygiene and social distancing wherever possible.

If first aiders are unable to ask the person about symptoms due to the extent of the incident, or if the answer to any of the above is "**Yes**", then assess the first aid requirements of the patient. If you have concerns that the individual may be displaying signs of COVID 19, follow EDC **Guidance for Workplace First Aiders during COVID-19** (appendix 1). This has also been displayed in the medical room.

The medical room is well appointed and includes a bed, first aid boxes, a sink, fridge and stock for first aid kits. The school uses *koolpak* Instant Ice packs. These are single use disposable packs, used to treat soft tissue injuries that cause pain, swelling and bruising. Nitril gloves are used when dealing with open wounds. All medical waste is disposed of using yellow medical waste bags, in line with national advice.

All First Aid kit items are monitored by Lisa Gartshore, clerical for St Nicholas' Primary. Items are re-stocked when required. The school does not have a defibrillator.

Recording and Reporting

All First Aid incidents are recorded in the school's First Aid Register. Information recorded includes the date, location, details about the injury and first aid given. The register also holds information about parents/carers being contacted.

Parents/carers will be telephoned in the event of a child sustaining an injury or illness that may require medical treatment. Parents/carers will also be telephoned if a child sustains a head injury.

Serious injuries must be reported to the local authority in compliance with EDC Health & Safety policy.

All records will be stored in compliance with GDPR.

Responding to an Emergency

In the event of any serious injury or health concern, an emergency 999 ambulance will be called immediately. The school will then call parents/carers.

Updated July 2020 Charlotte Grogan



Appendix 1

Guidance for Workplace First Aiders during COVID-19

It is unlikely with the controls and actions present across East Dunbartonshire Council, that as a first aider you would be asked to attend to a colleague/child who is presenting with Covid-19 symptoms.

First Aid training organisations have provided additional advice and guidance to first aiders who understandably have concerns in dealing with an individual who may or may not be infected with COVID-19. The main source of information is from Resuscitation Council UK, First Aid Organisations and NHS Inform.

For any incident a First Aider must follow the Priorities of treatment as taught:

Danger- Make sure both you and casualty are in no further danger. Wash hands put on PPE (see below).

Response - Is casualty conscious? See additional advice below.

Airway- throat swelling, choking, anaphylaxis are examples

Breathing- life threatening conditions such as asthma, chest injury, cardiac arrest are examples

Circulation- Heart attack, heart failure, severe bleeding, cardiac arrest are examples

Prior to attending to someone direct

Keep a 2 metre social distance between yourself and the casualty where possible. Wash hands Put on appropriate Personal Protective Clothing. Details of PPE required listed below.

Do not treat until you have asked the casualty the following questions if appropriate. Have you had

- a new continuous cough?
- a high temperature?
- a loss of normal, or change in, your normal sense of taste or smell (anosmia?)
- have they had a shortness of breath, difficulty breathing?

If the person answers "**No**", then treat the casualty in line with your first aid training, ensuring good hygiene and social distancing wherever possible.

If you are unable to ask the person about symptoms due to the extent of the incident or if the answer to any of the above is "**Yes**", then assess the first aid requirements of the patient.

- If the casualty is mobile, then ask them to remove themselves from the workplace and self-isolate as per guidance. If the casualty is immobile monitor the casualty, ask for further advice and support. Dial 999.
- Under all circumstances wash hands thoroughly with soap and water prior to treatment and after contact with the casualty. Alcohol hand gel is recommended if soap and water is not available.
- Avoid touching your mouth, eyes or nose, unless you have recently cleaned your hands after having contact with the individual. Remember to remove PPE in the correct order. Refer to additional guidance concerning donning and doffing PPE.

The link below is for anyone who is performing CPR/ defibrillation in an out-of-hospital setting. It is strongly recommended that if you are a trained first aider that you view the video, review your training manual and this written guidance. Please note that the video is directed to members of the public in a domiciliary.

[Covid-19 video Resuscitation in community setting](#)

Remember to check the contents of your first aid kit, and order as necessary (refer to Guidance on First Aid Risk Assessment).

A review of PPE for Workplace First Aiders has taken place:

Basic requirements for First Aiders

- Appropriate First Aid Box
- disposable gloves (suitable size)
- disposable apron
- fluid resistant face mask
- face shield/ goggles
- disposal bags and paper towels/ roll
- Premises should have Blood Borne Virus (BBV spillage kit)
- Access to hand washing facilities with soap is preferable (if not available then hand sanitiser)
- Most premises such as schools should already have Isolation Kits.

Finally, complete an Incident form if necessary and record in First Aid record