



# FCVS

# First Aid Policy

<b>Scheme of Delegation</b>	
<b>Approval By:</b>	<b>FGB</b>
<b>Staff Lead Reviewer:</b>	<b>E Hourston</b>
<b>Assigned Governor:</b>	<b>DBlakemore</b>
<b>Dates</b>	
<b>Date of Last Approval</b>	<b>03/2024</b>
<b>Date of next Review</b>	<b>09/2026</b>
<b>Review Cycle</b>	<b>Recommended three yearly</b>
<b>Category</b>	
<b>Publication</b>	
<b>Publish</b>	<b>FCVS Website</b>

The health and safety of all children at Farnham Common Village Schools 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.

### **Farnham Common Infant School (FCIS)**

The school has **two** fully qualified first aiders (**FIRST AID at WORK**) who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required. They are:

- **Claire Dean**
- **Emma Hourston**

The following staff are qualified in **Paediatric First Aid**:

- **Tina Fricker**
- **Marian Fisher**
- **Vicky Reed**
- **Jill Westhoff**
- **Sarah Anjum**
- **Claire Dean**
- **Shafna Imran**
- **Deb Needham**
- **Annabel Northwood**
- **Alix Russell**
- **Linda Wood**
- **Farah Yousif**

The following staff are qualified in **Schools First Aid**:

- **Emma Hourston**
- **Shafna Imran**
- **Michele MacFarlane**
- **Michelle Miura**
- **Sara Williamson**
- **Becca Courtney**
- **Karen Gill**
- **Sophie Porter**
- **Vicky Reed**
- **Farah Yousif**

The following staff are qualified in **Supporting pupils with medical conditions in schools**:

- **Jill Westhoff**
- **Claire Dean**
- **Emma Hourston**

The majority of lunchtime accidents are referred to Mrs Dean. All First Aiders will administer to small cuts and bruises that are the normal occurrence in a school day.

## **Farnham Common Junior School (FCJS)**

The school has **two** fully qualified first aiders (**FIRST AID at WORK**) who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required. They are:

- **Julie Bailey**
- **Emma Hourston**

The following staff are qualified in **Schools First Aid (as of March 2024)**

- **Julia Dix**
- **Emma Hourston**
- **Steph Kilkenny**
- **Linda Long**
- **Allison Thomas**
- **Jess Brunton**
- **Shabeen Malik**
- **Rhian Naish**
- **Diane Ruck**
- **Claire McCabe**
- **Nikki Parry**
- **Gemma McDonald**

The following staff are qualified in **Paediatric First Aid**:

- **Diane Ruck**
- **Julie Bailey**

The following staff are qualified in **Supporting pupils with medical conditions in schools**:

- **Diane Ruck**
- **Julie Bailey**
- **Shabeen Malik**
- **Emma Hourston**

The majority of break and lunchtime accidents are referred to the first aider on duty. All First Aiders will administer to small cuts and bruises that are the normal occurrence in a school day.

## **Training**

Training is carried out every 3 years to renew first aider qualifications in line with current Health and Safety recommendations.

## **Equipment**

### **FCIS**

First Aid equipment is kept in the first aid cupboards in the First aid room, in Acorn Nursery and in the corridor adjoining the playground. Teachers also have a small first aid kit in classrooms to deal with minor cuts and grazes.

### **FCJS**

First Aid equipment is kept in the first aid cupboards in the First aid room, in the kitchen and in the teaching kitchen.

There is also a first aid kit in each of the blocks for the qualified first aiders to administer first aid.

### **Injuries**

Cuts are cleaned using, where appropriate running water and/or alcohol free wipes and if needed plasters are available. Gloves are worn by staff when dealing with blood and these are located next to the plasters and wipes.

Ice packs are kept in the freezer in the medical room (Junior school) staffroom (infant school) 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 First Aid room.

### **Dealing with bodily fluids**

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 and cleaning etc.

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

- Isolate the area.
- Always use disposable gloves (located in the First Aid Box) NEVER touch body fluids with your bare hands
- Clean the spillage area with diluted antiseptic Dettol (containers for which can be located in the Medical room)
- Double bag all materials used and dispose of in outside dustbin.
- Blood loss – if possible give individual a cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

### **Off-Site Visits**

It is the responsibility of the teacher in charge of taking children out of school for a trip or residential visit to ensure they are equipped with a first aid pack and have the medication needed for individual children.

The first aid equipment is regularly checked and managed by the designated First Aid staff.

### **Reporting**

## **FCIS**

All accidents are recorded on a central Excel Spreadsheet. Any head bumps are recorded and parents are informed by a 'head bump' letter. In the event of serious injury or concerns, first aiders must report to school leaders who will complete an online accident/ incident form on the Assessment reporting system. First Aid staff will direct the child/ adult to see a doctor or visit an accident and emergency department to seek further advice.

A First Aid board/book is kept by the outside door of each classroom where any accidents are noted that need reporting to parents/carers at the end of the day.

## **FCJS**

All accidents are recorded in a file in Reception. Any head bumps are recorded and parents are informed by a 'head bump' letter. In the event of serious injury or concerns, first aiders must report to school leaders who will complete an online accident/ incident form on the Assessment reporting system. First Aid staff will direct the child/ adult to see a doctor or visit an accident and emergency department to seek further advice.

## **Medical Information**

Medical information about a child is gathered through the data collection sheets, which are issued annually, as well as through information provided by a parent or carer.

All the important medical information is provided for class teachers and kept in classrooms. Records about those children with particular medical conditions or allergies are kept in the classrooms and First aid room.

All emergency phone numbers are kept in the contact file in the office.

*All relevant information regarding medical conditions is stored in the medical room and passed on to the relevant teacher and the first aiders. Each new child that starts within the school supplies information regarding health issues, these are passed on to all relevant members of staff. Food allergies are listed with the medical information passed to teachers and lunchtime supervisors. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children.*

Farnham Common Village Schools 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. 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 take in an emergency
- Who to contact in an emergency

- The role staff can play

### **Administration of medicines**

Please see **Farnham Common Village Schools Supporting Pupils in Schools with Medical Conditions policy**.

### **Asthma**

Please see **Farnham Common Asthma policy**.

A list of children in school with asthma is kept in the First Aid room and is updated regularly. We encourage children with asthma to participate in all aspects of the curriculum including PE. The school does all that it can to ensure that the environment is favourable to pupils with asthma.

**March 2024**

**Review date: September 2026**