

Loydence Academy



First Aid Policy

Mrs Linda A Hadley Review Date - 2019



L.A. Hadley

General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained nurses for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

Responsibilities of The School Nurses

In order to carry out their duties effectively, first aid personnel and school nurses have the following duties and responsibilities. School nurses are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided
- **ALL** children who receive a bump to the head, **MUST** be sent home as a matter of course
- Ensuring all correct documentation relating to consent from parents to administer medicines is in place and up to date

Appointed persons are responsible for :-

- In the absence of a Nurse, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary

Procedures

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call the School Nurse for assistance.
- The School Nurse will assess the patient's condition and administer appropriate first aid or call 999 in emergency situations or call the Principal for advice
- Where a child is involved contact the parents in the first instance. If the parents cannot be reached the school will make the decision on the course of action to be taken.
- A School Nurse is expected to go on all visits out of school and they are expected to carry a first aid kit with them at all times. They are responsible for informing Ms May when it is poorly stocked.

Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a School Nurse. If the visitor has had an accident, the School Nurse is responsible for ensuring that an entry is made in the accident book/form.

Children with Medical Needs

A list of children who have epipens, inhalers or who have diabetes will be recorded by the School Nurse and the information kept in the clinic. A list of all children should be distributed to all staff at the beginning of September and up-dated on a regular basis when new students join or leave. The location of each child's epipen or inhaler will appear alongside the child's name.

Staff Training

All staff will be given training every 12 months on the use of an epipen.

