



## **First Aid Policy:**

**Implementation Date January 2022**

**Review period | Annual**

**Date last reviewed March 2022**

**Responsible person Mr Bradley Sailes**

## **First Aid Policy**

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. Banana Island school is committed to ensuring compliance with the relevant legislation with regards to the provision of First Aid to children, staff and employees and as far as is reasonably practical to others who may also be affected by our activities.

Responsibility for First Aid at Banana Island School is held by Nurse Adejoke Okpako. We have a well-equipped sickbay at Banana Island school and Nurse Okpako is assisted by a number of First Aid trained staff who are strategically placed around the school.

Staff with First Aid training are:

EYFS Section                Mrs Chinaka (2019)

Primary Section            Mr Kossi Tete (2018)

Miss Kymber Zahar (2020) CPR First Aid Class A

The Nurse is on duty in the Creche but is available to administer First Aid or deal with any accidents or emergencies in the sickbay whenever required.

All new pupils and staff are informed on where to go for help in the event of an accident as part of their induction into the school.

### **1. Aims and Objectives**

Our First Aid provision is achieved by:

- Carrying out a First Aid need assessment at the start of each new academic year to determine the First Aid requirements for that year.
- Keeping records of all accidents and injuries both in pupil and staff files but also in a central record book and digitally on Sharepoint.
- Ensuring that there are a sufficient number of trained First Aid staff located around the school for ease of access.
- Ensuring that there are suitable and sufficient resources, equipment and facilities to administer First Aid in the school.
- Ensuring that the above provisions are clear and available to all who may need them.
- Ensuring that any medicines or medical supplies are within their use by dates.

### **2. First Aid Training**

At Banana Island School the Admin Manager ensures that an appropriate number of staff have First Aid training and that their training is updated every two years.

### **3. First Aid Kit Provision**

In the school there are First Aid boxes in the following places:

- The Sick Bay (by Main Reception) – covered tray in the desk drawer.

- The Nursery Class (Ground Floor Main building)
- The Playgroup Class (Round building)
- On the Primary Floor (Main building)
- Auxiliary First Aid Box for excursions (kept in Head Teacher's office)

It is the duty of the School Nurse to check the contents of the First Aid Boxes every term and to ensure that they are refilled after use.

The contents of the First Aid Boxes are:

- Emergency First Aid Guidance Book
- List of contents of box
- Face masks (1 Pack)
- Examination Gloves (1 pack)
- Scissors (2)
- Gauze bandage (4)
- Crepe bandage (1)
- Methylated Spirit (1)
- G.v (1)
- Tears Natural (1)
- Triangular bandages (2)
- Single plasters
- Tweezers (2)
- Anthisan cream (1)
- Adhesive plasters (1)
- Razor blades (1 pack)
- Hydrogen Peroxide (1)
- Iodine (1)
- Paracetamol (2 cards)
- Antiseptic lotion
- Savlon cream

#### **4. Procedures**

- All health issues must be handled by a designated First Aider in the classroom or by the school Nurse in sickbay.
- If the school nurse decides that a child is too ill to remain in school then the parents are contacted and asked to collect the child. In the mean-time the child stays in the sickbay waiting for collection.
- All parents are required to disclose any medical issues in the Child Information Form filled out during the Admissions process.
- Details of any children with allergies are recorded on the school Management System. The child's Class teachers are also informed as such details are included for each child in the digital attendance register system.

- The school will only administer medicine to a child after a letter with the full details of the dose, the timing and the reason for the medicine included. Any medicine sent into school must be in its original packaging and clearly labelled with the child's name etc. Children must NOT carry their own medicine into school. This will only be permitted when accompanied by specific instructions from a Doctor explaining the reason.
- For any child that is given any medicine by a member of staff a medical form must be completed. This should be signed by the First Aid provider and counter signed by a parent. A copy goes in the child's file and the details are recorded in the Central Medicine Record Book - this is kept at Main Reception and a digital copy is on Sharepoint.
- For any child receiving treatment from an accident or incident then an Accident / Incident Form must be completed and signed by the person dealing with the incident. This must also be counter signed by a parent, be stored in the child's file and the details recorded in the Central Accident / Incident Book and on Sharepoint.
- In the event of any medicine, treatment being given or accident / incident the Admin Manager must be informed immediately so that the parents can be telephoned and informed.
- If necessary, the parents will be called to collect the child from school.
- In the event of a child needing hospitalization then the parents would be contacted and the school nurse and another member of staff will accompany the child to the school's hospital, and remain with the child until the parents or guardians arrive.

## **5. Prescribed Medication Policy**

Staff will only dispense medicine to a child if it is accompanied with clear instructions from the Doctor prescribing it. The following guidelines are followed:

- Written authorization must be provided by the parents authorizing the school to administer a prescribed medicine. A written record of all medicines administered is kept in the sick bay;
- No child is to have any medicine (including over the counter and prescribed medicine) on their own at any time;
- NEVER send medication into school with your child;
- If a child arrives at school with medication then it will not be administered without prior written (email) permission from a parent;
- All medicine must be sent in their original packaging;
- Non-prescription medicines must have the child's name clearly written and attached to the packaging;
- The school Nurse must be aware of any child on any special treatment – parents should notify the school through the main office.

## **6. First Aid on School Trips / Excursions**

- For all trips out of school by pupils the teacher in charge will collect the travel First Aid Box is from the Head Teacher's office;
- The teacher in charge will carry a fully charged mobile phone;
- A trained first aider should accompany the trip to deal with minor ailments;
- Gloves must be worn when treating injuries;
- The accident or incident is reported immediately to the Admin manager.
- An accident / incident report form is completed as soon as possible after the excursion returns to school.
- No medication may be given to a child unless prescribed by a Doctor, signed, dated and accompanied by a signed letter of consent from the parents. The First Aider accompanying the trip will give the medicine.

## **7. Children with Infectious Diseases**

Children with infectious diseases will not be allowed to attend school until deemed safe to do so by a Doctor. Parents should contact the school as soon as they are aware of any infection or concern about their child's health. A brief note along with a note from the family Doctor should be handed in at Reception when the child returns to school clarifying the medical condition of the child.

## **8. Management Procedures**

- The Admin Manager ensures that details of any child with allergies, Asthma, Sickle Cell Anemia or a history of nosebleeds is included on the attendance register system so that the class teacher is aware. A full list is also kept at the sickbay.
- If a medical condition is diagnosed after admission then the nurse is informed as soon as possible and the attendance register updated accordingly.
- Children who suffer with Asthma should be provided with correct inhaler (labelled with their name and class) to carry with them and a spare one to be kept in the sickbay.
- Children who require either an EpiPen or an Adrenaline Auto Injector (AAI) must have a written consent letter from the parents and a Doctor, stating that the device should be kept by the Nurse in the sickbay in a locked drawer.
- The nurse regularly checks the expiry dates of any medicines in school.
- Children must carry their inhalers to PE or sports lessons.

## **9. Parental Responsibilities**

It is the parent's responsibility to ensure that the Admin Manager and the Nurse are informed of any changes to the medical condition of their child or children – this includes any changes or additions to medication required to be kept in school.

A sick child does not benefit from returning to school prior to their complete recovery, it is better for them to stay at home and get well properly.

## **10. Treatment of Staff**

Any member of staff requiring First Aid assistance will receive it from the Nurse at the school sickbay. If fit to continue they will resume their work and if not they will be advised to see their own Doctor.