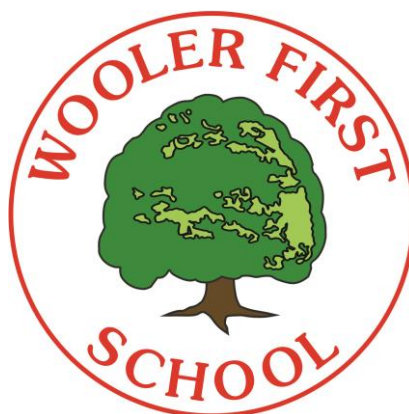
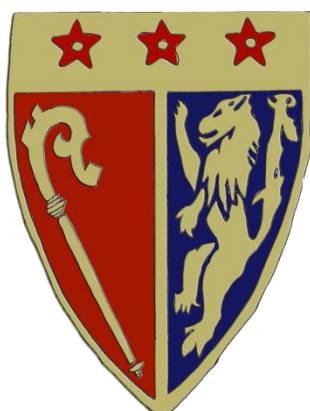


Wooler First School and Glendale Community Middle School



18- First Aid Policy

Revised: February 2020

Chair of Governors: David Wilson

Signed:

Date of next Review: January 2022

First Aid Policy

This policy applies to all pupils and staff within Wooler First School and Glendale Middle School including Early Years Foundation Stage/Nursery.

At Wooler First School & Glendale Middle School (WFS & GMS) we endeavour to provide the very best possible care for our pupils, staff and visitors. We will ensure that any pupil, member of staff or visitor is well cared for in the event of an accident or illness no matter how minor or major. All teaching staff at WFS & GMS have undergone the Emergency First Aid at Work + Paediatrics (6 hours) course.

We have a number of staff trained in additional Full Paediatric First Aid (12 hours) who will ensure that all our pupils will be attended to with care and kindness when in need of First Aid.

Often injuries which are sustained are minor, but in cases of more serious injuries we will always treat and seek medical advice as appropriate.

Aims:

- To provide information to all employees about First Aid
- To inform staff of how to report and record all accidents/incidents
- To be aware of equipment and materials to carry out First Aid treatment
- To establish procedures for managing accidents/incidents which require First Aid treatment
- To ensure arrangements are made to provide and update First Aid training to members of staff
- To inform on how to report any identified hazard to the school Health and Safety coordinator

First Aid Training:

All permanent members of staff will attend the Emergency First Aid at Work + Paediatric training course (6hours) which is valid for three years and which will be updated every three years.

Staff working in the Nursery and with the Early Years children will undergo the Full Paediatric First Aid course (12 hours) which is valid for three years and will be updated every three years.

3 members of staff will undergo the full First Aid at Work in the workplace which is valid for three years and will be updated every three years.

Please see attached document for staff list.

One of the named Paediatric First Aiders will remain on site at all times when children are present.

Location of First Aid Boxes:

- Medical (MI) room
- Office
- Nursery
- PE Office
- Travel Kit (x4) located in the school office
- Gym
- Foyer
- Kitchen x 2 (1 = burn)

- Art room
- Tech room
- Lab room
- Food Tech room
- Swimming Pool
- English room

First Aid Boxes:

First Aid Boxes will be regularly checked and restocked each year or as required by the school administrative team. It is the responsibility of staff to inform the office staff if they should require any additional supplies.

Each box will contain;

- Micropore tape
- A variety of sterile dressings/plasters
- A triangular bandage
- Scissors
- Disposable gloves
- Tweezers
- Bandages
- Alcohol free wipes
- Eye patch
- Sterile mouthpiece
- A variety of non-allergenic adhesives
- Safety pins
- Bandages

Ice packs are also available in the fridge in the school office.

The 4 travel kits also contain 2 foil blankets and 2 ice packs each.

Medical Room:

The designated medical room is located on the ground floor adjacent to the SBM's office.

Injury and Accident procedures:

On a child's entry to the school all parents are required to complete a record sheet giving details of medical and dietary requirements. Any changes to medical requirements or medications will be passed to the designated First Aider by office staff throughout the academic year. Staff will be advised of any concerns regarding individuals at the beginning of each academic year and as necessary.

In the event of an accident the First Aider/member of staff will act 'in Loco Parentis' and will seek appropriate medical advice/treatment.

During playtime children with injuries who require First Aid treatment will be sent to the school office where they will be seen by a member of staff.

If the injury is deemed more serious the child will be seen by a designated First Aider.

During lunchtimes, injuries will be dealt with by the lunchtime supervisors in the first instance who will administer first aid if necessary.

All accidents must be recorded in the accident book, which is kept in the office room, and parents should be informed either immediately if the injury is deemed to be more serious or at the end of the day for minor injuries.

Head Injuries:

Head injury, no matter how minor, should be recorded in the accident book; **parents must be informed immediately** and a head injury letter sent home that day. Ice packs are to be applied if appropriate.

See Appendix 1

Treatment of injuries:

All grazes or abrasions are to be cleaned using a clean paper towel, sterile wipe or gauze swab and water. A hypo allergenic adhesive or small sterile dressing should be applied.

Any injury which is considered to be more serious such as an open wound or sprain must be referred to a designated First Aider.

A minor burn injury will be cooled down with cool running water for 20 minutes. No cream or burn gel will be applied as they can trap the heat in the affected area and continue to damage tissues.

All injuries which involve soft tissue/muscle sprains etc must be treated using an ice pack; these are located in school office. If possible the limb should be elevated to help minimise swelling.

Parents must be informed as soon as possible of the injury and of any treatment given.

All injuries which are deemed to be more serious, such as open wounds, sprains, bumps or injury to the head should be reported to the Headteacher as soon as possible, and recorded in the accident book.

If a child sustains an injury which in the opinion of the First Aider requires medical attention, parents must be informed immediately and in the case where a parent cannot be contacted the First Aider and school will ensure, wherever possible, that the child receives immediate medical attention. The Headteacher must be informed.

Should a child become ill during the course of the day the office will be asked to contact the parents to take the child home.

Should any child have sickness or diarrhoea he/she must not return to school until clear of all symptoms for a minimum of 48 hours.

Medicines:

There is no legal requirement for staff to administer medicines to pupils. If it is necessary for a child to take a dose of medicine during school hours, we ask that the parents come into school at lunchtime to administer the dose. If parents are unable to come into school and the child has to complete a course of medication the parent should complete the "Administration of Medication to Pupils" form to be signed by the Headteacher.

Please see 'Supporting Pupils with Medical Conditions' policy for further information on medication in school.

Guidance on when to call an ambulance:

The office should be asked to call an ambulance in all cases and the Headteacher must be informed.

Ambulances should be called if a child:

- Has a suspected back, neck or pelvis injury
- Has a head injury which results in loss of consciousness or if the child appears disorientated or confused
- Has a suspected broken leg or ankle
- Is choking
- Has a severe asthma attack which is not relieved by their inhaler
- Has to be given an EpiPen following an allergic reaction
- Appears to have difficulty in breathing

The injured child should not be moved whilst waiting for the ambulance (except for a choking child). The child should be covered with either a coat or blanket to keep warm and a member of staff must remain with the child to give reassurance. The office will inform parents.

If an injury or accident happens on the **field**, the teacher in charge must inform the school office who will call the ambulance service if necessary and inform the Headteacher. The school office will also inform the parents and direct the ambulance service to the area where the injured child is.

If an injury or accident happens on an **outing**, the teacher in charge will deal with the incident calling the ambulance service if necessary. Following this they must inform the school office who will inform the Headteacher and parents.

Hygiene procedures for dealing with the spillage of body fluids:

- Children should be asked to vacate the area near the spillage
- **Gloves must be worn by the person dealing with the spillage**
- The area must be cleaned and disinfected immediately. If available, a member of the cleaning staff will be asked to assist. If unavailable duty staff (lunch time) or class teacher will be expected to deal with the incident. If a teacher is required to leave the classroom to do this a member of the office staff or support staff will be asked to supervise the children while they do this.
- Spillage should be covered with absorbent material and a yellow warning sign placed next to area.
- Spillage response materials are kept in Ground floor cleaner's store
- All waste, including gloves must be placed in a black bin bag, which should be tied at the top and placed into the outside bin immediately.

- **Person/s dealing with the spillage must wash their hands**

Arrangements for pupils with particular medical conditions:

Please see 'Supporting Pupils with Medical Conditions' policy for further information on medication in school.

Accident Book:

The Accident Book should be filled in immediately or as soon as possible following the accident by the member of staff who has witnessed or dealt with the injury. All parts of the Accident Book must be completed including:

- date of accident
- name of the injured pupil
- accident details
- description of incident
- name and position of person treating injured pupil
- action taken
- whether parents were informed
- if parents are informed it must be recorded in the accident book how they were informed, who made the call and who they spoke to and the time of the call;
e.g. Mrs Smith (teacher) telephoned Mrs Jones (injured pupil's mother).
- Sign and date

If school is unable to contact parents and a message has been left, this should also be recorded in the accident book.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Most incidents that happen in school or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR.

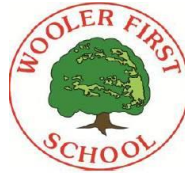
For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and a relevant report will be submitted to them if necessary.

Reportable incidents include:

- Death of a pupil or member of staff in the school or on an organised visit or trip, but does not include death of same when travelling by school mini bus
- Hospitalisation of a pupil or member of staff where injury has been caused by the failure of the school to maintain equipment, poor condition of the premises or inadequate supervision.

Appendix:

- 1- Head Injury Form
- 2- Emergency First Aider List / Swimming coaches
- 3- Location of First Aid boxes
- 4- Relevant Legislation – Document F3 from the School Health & Safety Manual SHSM



Appendix 1

Head Injury Advice

Date: _____

Dear Parent/Guardian

You will have been informed that today _____ sustained a bump to the head at _____ am/pm. We have attended to this and whilst in school, there did not appear to be any ill effects.

Due to the inconsistent nature of head injuries children who have received what may appear to be only a slight bump should be closely observed for the next 24 hours. Often symptoms may occur several hours after the event or even the following day. Please monitor your child carefully for the following symptoms:

- Abnormal drowsiness or difficulty waking them up
- Nausea and/or vomiting
- Disorientation
- Lack of normal movement of limbs
- Any problems understanding or speaking
- Unequal size or dilation of pupils of the eyes
- Prolonged or increasingly severe headache
- Stiffness of neck
- Convulsions
- Bleeding or clear fluid coming from one or both ears

If any of the above is present you are advised to seek medical assistance.

Proximity of head bump



FIRST AIDERS and other Certificates

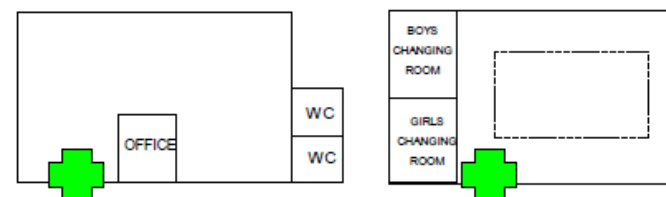
Name	Expiry Date	Course
Emergency First Aid at Work Incl Paediatric - 6 hr and 12 hr certificates		
Wooler First School - Teaching		
Sarah Alexander	16 January 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Rachel Bullen	14 May 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Madaline Fletcher	21 June 2019	ITC Certificate in Outdoor First Aid
Madaline Fletcher	14 May 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Melony Lewin	16 January 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Debbie Matthews	14 June 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Janette Morton	14 May 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Joan Ross	14 May 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Joan Ross	27 September 2022	Emergency First Aid at Work Incl Full Paediatric First Aid (12 hours)
Victoria Symons	14 May 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Victoria Symons	27 September 2022	Emergency First Aid at Work Incl Full Paediatric First Aid (12 hours)
Julie Tait	14 May 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Julie Tait	27 September 2022	Emergency First Aid at Work Incl Full Paediatric First Aid (12 hours)
Early Years		
Gillian Brown	14 May 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Gillian Brown	27 Sept 2022	Emergency First Aid at Work Incl Full Paediatric First Aid (12 hours)
Michelle Brown	16 January 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Michelle Brown	27 September 2022	Emergency First Aid at Work Incl Full Paediatric First Aid (12 hours)
Iona Carr	14 May 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Iona Carr	27 September 2022	Emergency First Aid at Work Incl Full Paediatric First Aid (12 hours)
Michelle Cockroft	16 January 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Michelle Cockroft	27 September 2022	Emergency First Aid at Work Incl Full Paediatric First Aid (12 hours)
Rachel Cowan	12 July 2019	Emergency First Aid at Work Incl Paediatric 1 st Aid (12 hours)
Vickie Grey	14 May 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Vickie Grey	27 September 2022	Emergency First Aid at Work Incl Full Paediatric First Aid (12 hours)
Susan Patterson	16 January 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Susan Patterson	27 September 2022	Emergency First Aid at Work Incl Full Paediatric First Aid (12 hours)
Jemma Scott	16 January 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Jemma Scott	27 September 2022	Emergency First Aid at Work Incl Full Paediatric First Aid (12 hours)
Glendale Middle School - Teaching		
Justine Brown	27 September 2020	Emergency First Aid at Work Incl Paediatric 1 st Aid (12 hours)
Mike Deane-Hall	7 February 2020	Emergency First Aid at Work Incl Paediatric 1 st Aid
Jennie Dunn	14 September 2020	Emergency First Aid at Work Incl Paediatric 1 st Aid
Jenny Hall	14 September 2020	Emergency First Aid at Work Incl Paediatric 1 st Aid
Adrienne Harrison	14 September 2020	Emergency First Aid at Work Incl Paediatric 1 st Aid
Catherine Johnston	14 September 2020	Emergency First Aid at Work Incl Paediatric 1 st Aid
Craig Pickup	27 September 2020	Emergency First Aid at Work Incl Paediatric 1 st Aid (12 hours)
Ann Simpson	27 September 2020	Emergency First Aid at Work Incl Paediatric 1 st Aid (12 hours)
Wendy Turnbull	16 January 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Geoff Tong	14 September 2020	Emergency First Aid at Work Incl Paediatric 1 st Aid

Other Staff		
Maureen Beveridge	14 September 2020	Emergency First Aid at Work Incl Paediatric 1 st Aid
Claire Jeffrey	16 January 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Katie Lawes	14 September 2020	Emergency First Aid at Work Incl Paediatric 1 st Aid
Richard Lowrey	16 January 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
John Pearse	16 January 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Nathalie Revell	16 January 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Mary Stimpson	14 May 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Emma Snaith	16 January 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Liz Walsh	14 September 2020	Emergency First Aid at Work Incl Paediatric 1 st Aid
Christine Schulze	14 May 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
Yasmin Darling	14 May 2022	Emergency First Aid at Work Incl Paediatric 1 st Aid
First Aid at Work - 3 days		
Mike Deane-Hall	TBC	First Aid at Work
Craig Pick-up	TBC	First Aid at Work
Catherine Johnston	TBC	First Aid at Work
Janette Morton	TBC	First Aid at Work
Swimming Coaches		
Jill Baxter	05/03/2021	National Rescue Award Swim teachers/coaches 6 th Edition
Justine Brown	05/03/2021	National Rescue Award Swim teachers/coaches 6 th Edition
Michelle Cockroft	05/03/2021	National Rescue Award Swim teachers/coaches 6 th Edition
Mike Deane-Hall	05/03/2021	National Rescue Award Swim teachers/coaches 6 th Edition
Mary Logan	05/03/2021	National Rescue Award Swim teachers/coaches 6 th Edition
Madaline Fletcher	18/09/2020	National Rescue Award Swim teachers/coaches
Janette Morton	18/09/2020	National Rescue Award Swim teachers/coaches
Craig Pickup	05/03/2021	National Rescue Award Swim teachers/coaches 6 th Edition
Joan Ross	05/03/2021	National Rescue Award Swim teachers/coaches 6 th Edition
Jemma Scott	05/03/2021	National Rescue Award Swim teachers/coaches 6 th Edition
M Wilson	05/03/2021	National Rescue Award Swim teachers/coaches 6 th Edition
Janette Morton	Qualified	ASA Level 1 Swimming teacher/assistant
Janette Morton	Qualified	ASA Level 2 Swimming teacher/assistant
Joan Ross	Qualified	ASA Level 1 Swimming teacher/assistant
Designated Safeguarding Lead		
Headteacher	14 February 2022	Mike Deane-Hall
GMS	20 March 2022	Geoff Tong
GMS	20 March 2022	Jennie Dunn
GMS	20 March 2022	Craig Pickup
GMS	20 March 2022	Adrienne Harrison
WFS	20 March 2022	Victoria Symons
WFS	20 March 2022	Rachel Bullen

Nursery	20 March 2022	Vicky Grey
Level 2 - Food Safety and Hygiene for Catering		
Claire Jeffrey	17/06/2022	Level 2-Food Safety and Hygiene for Catering - Virtual College
Yasmin Darling	19/06/2022	Level 2-Food Safety and Hygiene for Catering - Virtual College
Christine Schulze	11/11/2022	Level 2-Food Safety and Hygiene for Catering - Virtual College
Emma Snaith	25/06/2022	Level 2-Food Safety and Hygiene for Catering - Virtual College
Victoria Symons	22 January 2023	Level 2-Food Safety and Hygiene for Catering - Virtual College
Mike Deane-Hall	23 January 2023	Level 2-Food Safety and Hygiene for Catering - Virtual College
Susan Patterson	09 February 2023	Level 2-Food Safety and Hygiene for Catering - Virtual College
Michelle Cockroft	TBC	Level 2-Food Safety and Hygiene for Catering - Virtual College
Janette Morton	TBC	Level 2-Food Safety and Hygiene for Catering - Virtual College
Ann Simpson	TBC	Level 2-Food Safety and Hygiene for Catering - Virtual College
Michelle Brown	TBC	Level 2-Food Safety and Hygiene for Catering - Virtual College
Madaline Fletcher	Jan 2023	Level 2-Food Safety and Hygiene for Catering - Virtual College
Iona Carr	TBC	Level 2-Food Safety and Hygiene for Catering - Virtual College
Joan Ross	TBC	Level 2-Food Safety and Hygiene for Catering - Virtual College
Minibus Driver Awareness Scheme Certificate		
Mike Deane-Hall	01/01/2023	MIDAS Certificate
John Pearse	01/01/2023	MIDAS Certificate
Adrienne Harrison	01/01/2023	MIDAS Certificate
Craig Pickup	01/01/2023	MIDAS Certificate
Joan Ross	01/01/2023	MIDAS Certificate
Ann Simpson	01/01/2023	MIDAS Certificate

WFS and GMS

Location of FIRST AID BOXES



Little Acorns Nursery SWIMMING POOL

