



## **CALDER LODGE SCHOOL**

### **FIRST AID POLICY**

It is the policy of Calder Lodge School that there should be adequate and appropriate equipment, facilities and trained personnel to provide first aid within the school.

First aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.

Calder Lodge School exceeds the minimum first aid provision suggested in the DfEE "Guidance on First Aid for Schools".

#### **The school provides suitably stocked first aid containers in:**

- Medical Room.
- School Office.
- Kitchen Areas.
- Staff Room.

There is also an emergency eyewash kit and body fluid disposal kit kept in the Medical Room.

Before undertaking any off-site activities first aid provision is considered and first aid kits are kept in the minibuses.

All first aid containers are marked with a white cross on a green background. The first aid container in the medical room is equipped with the following items:

1. Guidance Leaflet.
2. Contents List.
3. Medium Sterile Dressings.
4. Large Sterile Dressings.
5. Triangular Bandages.
6. Safety Pins.
7. Sterile Eyepads.
8. Waterproof Plasters.
9. Sterile Saline Strips.
10. Microporous Tape.
11. Nitrile Gloves.
12. Sterile Finger Dressings.
13. Resuscitation Face Shields.

14. Foil Blankets.
15. Hydrogel Burn Dressings.
16. Scissors.
17. Conforming Bandages.

The school also holds eye irrigation sterile wash pods, burn gel, face shields or revive aid and ice packs.

First Aid boxes are checked weekly by designated staff member.

Staff trained in first aid are always available in school. The senior first aider is a member of the SLT. The Head Teacher carries the responsibility for informing the school community of the first aid arrangements. In consultation with the trained first aiders he will decide the level of medical treatment required e.g. hospital visit. In the event of a head injury the pupil will always attend hospital. Contact will be made with the pupil's parent / carer to inform them of the situation and whether the pupil has been taken to hospital. Where possible pupils will be accompanied.

Details of first aid personnel and where they are to be found are displayed in the medical room, staff room and school office. Trained members of staff are Mr Creed, Mr P Turner, Ms K Foster and Ms R Fleming.

Staff take precautions to avoid infections and follow basic hygiene procedures. They have access to single-use disposable gloves and hand washing facilities and take great care when dealing with blood or body fluids and disposing of dressings or equipment.

On admission, pupils medical history is ascertained and any significant issues are identified e.g. if a pupil is asthmatic, arrangements are put in place, including an asthma action plan. Parental consent is always sought for emergency medical treatment.

Whenever pupils are off-site engaging in adventurous activities a first aider accompanies the group.

Calder Lodge School has a procedure which records all accidents, and provides the reporting of fatal or serious accidents, injuries etc to the Health and Safety Executive and to the directors of Calder Lodge Ltd.

The school records any first aid treatment given on-site and retains records for inspection, on file. Emergency contact numbers and consent forms for medical treatment are obtained for all young people. Parents / carers are informed of significant incidents in writing.

First aid arrangements are the subject of regular and systematic checks.

## **Covid-19 addendum**

If anyone in school becomes unwell with Covid 19 symptoms, they must be sent home and advised to follow the [guidance for households with possible coronavirus infection](#).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If any child, young person or other learner who starts displaying coronavirus symptoms while at their setting then they should, wherever possible, be collected by a member of their family or household. In exceptional circumstances, where this is not possible, the setting needs to take responsibility for transporting them home.

You should do one of the following: use a vehicle with a bulkhead; the driver and passenger should maintain a distance of 2 metres from each other; the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

If a member of staff has helped someone with symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Cleaning the affected area with normal household disinfectant will reduce the risk of passing the infection on.

## **First Aid Policy**

**Next review date:** June 2021

**Member of staff responsible for implementation and review:** Kelly Foster

**Position:** Deputy Head Teacher

**Approved by:** Dan Creed, Head Teacher

**Date:** 01/06/2020

