

## **Ewanrigg Junior School First Aid Procedures**

The policy for Ewanrigg Junior School is to prevent accidents wherever possible. However, it is recognised that there is a need in educational establishments to provide facilities and arrangements for first aid should an accident occur.

First Aid Provision at Ewanrigg Junior School is supplied as follows:

### **First Aiders**

At Ewanrigg Junior School we have **2** Qualified First Aiders.

Shelley McGlasson and Kay Dawson

### **Emergency First Aiders in the Workplace**

At Ewanrigg Junior School we have 18 Emergency First Aiders in the Workplace.

Yvonne Craig, Eileen Jenkinson, Nigel Hope, Lynne Anderson, Christine Wilson, Allison Lancaster, Rose Hampson, Helen Chilton, Emma Tolmie, Samantha Hunton, Yvonne Birkett, Dawn Wallace, Julie Moir, Courtney Casson, Eleanor Herbet, Dean Ritson, Olivia Bowman, Vikki Armstrong

## **FIRST AID EQUIPMENT AND FACILITIES:**

### **First Aid Boxes**

These are located **outside class 5, class 3, Main Office and The School Kitchen.**

## **GENERAL FIRST AID PROCEDURES AND RECORD KEEPING:**

- First aid must be administered by ADULTS ONLY, i.e. teaching staff, non-teaching assistants, senior midday supervisor and assistant supervisors. Pupils are not permitted to give first aid.
- Minor bumps can be treated with ice packs or a cold water compress.
- Minor cuts or grazes can be washed with clean water/ sterile water.
- If a dressing is required a first aider must be consulted.
- Parents should be informed about all injuries/accidents to children and of any first aid given.
- Parents should be informed about all bumps to the head in writing using the standard 'Bump Head Letter' and a phone call
- Teachers should use their professional judgement when reporting to parents in the cases of minor injuries.
- The person on duty must inform the class teacher/Head teacher of any accident that has occurred on duty.
- A certificated first aider must check any pupil that causes concern and in all cases to the bumps on the head (if possible two first aiders).
- If there are concerns, the parents/carers must be informed and the pupil sent home. If they are not available, a member of staff to take the pupil to A&E – see 'Transport to Hospital' below.
- All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff must wear single-use disposable gloves and make use of hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. In any event, it is good practice to ensure that individuals treating colleagues/pupils ensure that their own cuts/grazes are covered to reduce the risk of transmission of infection.

Mrs C Dawson Senior Learning Mentor

School will keep a record of any first-aid treatment given by first-aiders and appointed persons. This will include:

- the date, time and place of the incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first-aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first-aider or person dealing with the incident.

**C Dawson**