

Northwick Park Primary and Nursery Academy

First Aid Statement

At Northwick Park Primary and Nursery Academy we ensure that all our children are kept safe by carrying out risk assessments throughout all areas of the school.

For First Aid purposes, we have staff who are qualified to carry out basic First Aid procedures and there are procedures in place for those children who have a Care Plan for more complex and serious conditions. If the staff are in any doubt about any injury concerning a child, parents will be contacted. If the condition is serious, professional medical assistance will be called (ambulance/paramedic).

If staff feel that parents should be informed of any First Aid incident (even though the child does not need to go home) they will be contacted.

The Office holds details of children with medical conditions and each class teacher is aware of their own children's medical details. All class teachers are aware of the children who have serious and complex conditions that need specific medical attention. Staff have ready access to children's Care Plans.

If you are unsure - call an ambulance - better to be safe than sorry. If the accident is serious, call ambulance first and then parents.

The School only administers FIRST AID, we are not medically trained.

FIRST AID

- ✚ The first consideration in any First Aid situation must always be **YOUR OWN SAFETY**
- ✚ Everyone should be aware of where the **First Aid Boxes** are. They must be **green with a white cross** - this complies to **E.C.C. regulations**

THE FOLLOWING EQUIPMENT MUST NOT BE USED

- ✚ Antiseptic wipes
- ✚ Any creams or lotions
- ✚ Eye bath
- ✚ Any medicated plasters
- ✚ Plaster strip

ALL bandages must be sterile. **ALL** plasters must be individually wrapped. Kitchen staff to use **BLUE** plasters.

ALL accidents must be logged with the date, time and treatment given. Give **exact** location of wound. **Do not** use abbreviations. If injured person is a child - **male/female** to be stated - stops ambiguity of names - e.g. Ashley (male) / Ashlee (female). If injured person is a member of staff - put occupation/position. **IT IS A CRIMINAL OFFENCE NOT TO LOG ACCIDENTS. LOGGING COULD SAFEGUARD YOU AGAINST ANY CLAIM OR BE USED IN EVIDENCE.**

If a member of staff refuses to take advice - e.g. go to Doctor/Hospital - get them to sign accident book saying that they are refusing advice.

RECORDS MUST BE KEPT FOR 3 YEARS AND ARE CONFIDENTIAL.

Hepatitis 'B'. As we are working with children, we are advised to be inoculated. The virus lives in vomit, body fluids and remains active outside the body for a long time. If a child has vomited, the area must be cleaned **IMMEDIATELY** afterwards. **BLEACH** is the only solution to kill Hepatitis 'B'. County Supplies can supply tablets provided they are kept in a locked cupboard.

Vomit should be disposed of in the toilet and bowls cleaned with a **bleach** solution.

Gloves must be worn, especially when dealing with wounds that are bleeding.

To stop cross infection, gloves should be pulled off from the wrist leaving the swab inside and disposed of safely.

If you have an open wound, you should cover this with a plaster or bandage before applying First Aid to any patient that is bleeding.

EYES absorb viruses very quickly, therefore if blood is splashed into the First Aider's eyes, leave casualty and rinse out eyes immediately. Then return to treating casualty.

When treating a wound, cleanse from centre outwards.

When taking casualty home or to hospital - you must have driver, casualty and helper.

There are **NO LAWS** regarding treatment of children, only adults.

NOTE - IT IS MUCH BETTER TO CALL AN AMBULANCE IF YOU ARE UNSURE ABOUT A CHILD'S CONDITION. THEY ARE VERY SUPPORTIVE.

Updated Dec 2014