**Meldrum Cluster First Aid Policy**

**Cultercullen School**

 **1. Rationale**

The purpose of first aid is to give immediate assistance to someone injured or taken ill until the arrival of qualified medical assistance if necessary.

**2. Aims**

* To ensure that appropriate first aid arrangements are in place for our children, staff and visitors to our school.
* To ensure employees are sufficiently trained for our needs - To ensure an adequate supply of first equipment is available and maintained.

**3. First Aid Trained Personnel**

First aid training can be obtained in a range of ways:

Emergency First Aid at Work (EFAW) 6 hour certificated training booked through ALDO.

First Aid for Pupil Support Assistants (Face to Face)- booked through ALDO and arranged in school for 2 hours.

First Aid Knowledge refresher on ALDO.

Contact: susan.wood@aberdeenshire.gov.uk

The Head Teacher should review the school's first aid needs at least once a year to ensure the provision is adequate and standards are being met. All first aid trained staff are responsible for ensuring their qualifications are kept up to date.

**4. Responsibilities**

In any given situation the first aider should: -

* Assess the situation and, if necessary, make the area safe for those around.
* Prioritise casualties.
* Give the first aid.
* Ask for help if necessary – this includes the emergency services if required.

When giving first aid consider: -

Infection control

* Avoid cross contamination.
* Gloves should be in first aid kit and worn if necessary.
* Wash hands thoroughly before and after giving first aid.
* Place all soiled dressings in a yellow plastic bag and seal it or use school sanitary bins.
* Never do anything without casualty consent – they have the right to refuse treatment (if they are unconscious however, they can neither refuse nor allow so you should just treat them.)

**5. Record Keeping**

If you carry out first aid treatment on a person you must record it. Aberdeenshire Council have a form specifically to do this.

When recording your actions, stick to the facts and keep it simple. At Cultercullen School, the record form is kept at our first aid station next to the staffroom. Ensure the white copy of the accident form is sent home with the child at the end of the day. The green copy should be filed in the children’s PPR files at the end of each week by the school administrator.

**6. Equipment**

British Standards (BS 8599) now determines what should be available in work-place kits. A first aid kit must be suitable for what you may have to use it for. At Cultercullen School first aid kits are in our first aid area.

The basic minimal contents that kits should contain:

* Disposable gloves
* Adhesive dressings
* sterile dressings
* Sterile eye pads
* Triangular dressings
* Safety pins
* Burn relief dressing
* Mouth to mouth resuscitation device
* Finger dressing
* Moist cleansing wipes
* Universal shears small 6”

Portable First Aid kits (bumbags) will have a reduced selection of the above.

Kits should be checked monthly and restocked as necessary by First Aiders.

**7. Head Injury Guidelines**

In the event of an injury to the head or face an additional Head Bump form must be sent home with the child to alert parents/carers for signs of concern and should be followed up with a phone call if necessary.

**8. Provision of emergency medicines for diagnosed conditions**

Should we have children requiring emergency medicines such as allergies, epilepsy or diabetes, these children will have their photo by the first aid station with action which should be taken. - Medication will be easily accessible to all staff. - Training will be arranged at the beginning of each school session for all staff. - Individual risk assessments will be created in line with care plans.

**9.Calling the emergency services**

If the decision is taken to call the emergency services, select one person to do that and they should remain on the line. Call 999. Don’t be afraid to check someone has made the call. They will need the following information: Location (do not use local names), incident – share what has happened, other services if needed, number of casualties, extent of injuries (Just what you see).

 **10.Consultation and involvement**

Guidance for this policy was taken from Aberdeenshire’s document “First Aid Assessment for Schools.” Found on Aberdeenshire Council Employee Sharepoint. - The regulations which govern the provision of first aid in the workplace are The Health and Safety First Aid Regulations 1981 - ALDO First aid refresher course

***Created February 2024***