



FIRST AID POLICY

PROVISION OF TREATMENT

I. Minor Injuries

- Let the child get up by him/herself
- Reassure the children
- Treat the injury

A) CUTS OR SCRATCHES

Clean with water or a sterile compress.

B) BUMPS OR BRUISES

Apply an ice pack (wrapped in a towel) for at least 10 minutes.
Do not apply the ice pack directly on the skin.

C) NOSE BLEEDS

Tilt the head slightly forward and apply gentle pressure to the top of the nose, block nostril with cotton/tissue to stop the bleeding. Do not tilt the head back.

D) INSECT BITES AND STINGS

- If visible, brush the stinger off the area.
- If possible, raise the area and apply an ice pack for at least 10 minutes.
- If stung inside the mouth, the child should suck an ice cube or sip water regularly.
- Keep a close eye for any allergic reactions that may occur (any swelling or pain: ring a doctor).

E) BURNS

- Let water run over the burn at least 10 minutes.
- Remove any clothing or jewellery in the area.
- *Do not remove any clothing that may be stuck to the skin, as this will tear the burn.*
- Loosely wrap the wound with cling film.

If the wound is bigger than a 50 pence piece, a doctor should be consulted to prevent scarring.

F) POISONING

There are 2 types of substances:

1. Cleaning products such as Ajax, Dettol, dishwasher powder.
2. Pills, alcohol, perfume, drugs...

If 1 and on the skin, dilute or wash the area with water.

If it has been swallowed, help the child to rinse his/her mouth and sip water regularly.
Call 999.

If 2 call 999.



CONT. POISONING

In both cases, it is helpful to let the emergency services know what substance has been swallowed, the quantity swallowed and when this occurred. If the child vomits, try to keep a sample for analysis.

For all the above injuries, it is necessary to fill in the Accident Book, which should be completed, signed and handed to the office for filling. This is a legal requirement.

II. Illness

- If you notice marks on the child's body (spots, rashes...), bring the child to the office.

If necessary, contact the child's parents so that he/she can be picked up and given medical attention.

Parents must provide the school with a medical certificate, clearly stating that the child has recovered and is able to return to school.

The school has a duty to let the parents know if there have been any cases of contagious diseases. This information is displayed on the boards.

- If a child has a temperature or is feeling unwell, ring the office so that the parents can be contacted. The child should lie down, given water if thirsty, a blanket if cold – while waiting for the parents to arrive.

III. Serious injury

- Reassure the child
- Follow steps below
- Seek medical help (call 999)

A. BROKEN OR FRACTURED BONES

- Do not attempt to move the child, unless there is risk or danger.
- Help the child to be as comfortable as possible in the position (cushions, blankets, water...), avoid any movement.
- Apply a wrapped ice pack to the area to prevent swelling.
- Send someone to notify office who will contact parents and emergency services.

If a broken/fractured arm, create a sling using a triangular piece of fabric. The child should place the hand of the wounded arm onto the shoulder if possible, knot tied behind the neck to secure (not too loose not too tight).

Do not leave the child alone at any point.



OPEN WOUNDS

- The child should lie down and avoid any movement. (Blanket provided to keep child warm).
- Remove any clothing that is covering the wound. Wear latex gloves.
- Cover with sterile compress and apply gentle but firm pressure to stop any bleeding.
- Change compress as necessary.
- Send someone to notify office who will contact parents and emergency services.

B. CONVULSIONS

Symptoms include:

- Violent shaking
 - Stiff body
 - Swelling of the face
 - Eyes to the back of the head
 - Grinding of teeth, frothing at the mouth
-
- Do not attempt to stop the child from fitting.
 - Remove any objects that may be harmful to the child in the immediate area.
 - Loosen clothing where possible.
 - Cover the child with a blanket to keep warm.
 - Notify the office immediately.

C. CHOKING

Symptoms include:

- violent coughing or suffocation
 - discolouration of skin in the face
 - no sign of breathing
-
- Look inside the child's mouth, if object visible, carefully remove to clear airway.
 - If the object is not visible, lay child across your knees facing down and apply strong firm slaps between child's shoulder blades.
 - Check mouth.
 - If after 5 attempts the object has not been dislocated, hold the child against your chest, facing outwards and place first under ribcage to do chest thrusts. Pull inwards and upwards.
 - Check mouth.
 - If the child loses consciousness, lay the child on the floor and give mouth to mouth.
 - If the airway is blocked and you are unable to give mouth to mouth, you need to attempt to dislodge the object again.
 - Contact emergency services as soon as possible.



D. SHOCK

Symptoms include:

- very pale skin
- difficulty breathing
- sweating

- Lie the child down on the floor, cover with a blanket.
- Raise legs.
- Talk to the child, remain calm.
- Contact emergency services.

E. UNCONSCIOUSNESS

Do your ABC check first:

A: Airway – check inside the mouth for any blockage.

B: Breathing – can you hear, feel any signs that the child is breathing?

C: Circulation – check skin colour, tone and sign of movement in the body.

If the child is unconscious but breathing:

- Place the child in the recovery position.
- Loosen clothing.
- Contact emergency services.

If there is no sign of respiration:

- Place the child on the floor.
- Tilt the head back and loosen jaw to clear away.
- Pinch nose and blow into mouth 5 times. Check the chest raises.
- Continue until the child can breathe unaided.

This document although correct at the time of publication, does not form a contract between the recipient and the School. The School reserves the right to make changes at any time which it considers to be necessary for legal, administrative or educational reasons.

Reviewed Sept 2019