



Oak View Academy

Believe, Expect, Succeed

First Aid Procedures

Oak View Academy has several fully qualified First Aiders and several members of staff hold Paediatric First Aid certificates.

In the event of injury the following procedures should be followed:-

- In the event of injury or incident that requires first aid attention a First Aider is called to assess the situation.
- After assessing the injury/incident the First Aider will administer first aid appropriate to the injury.
- The injury and incident is then recorded on the Minor Injuries form, which is kept in the First Aid file.
- The First Aid given has to be recorded on the above form.
- This form is completed, signed and dated by the First Aider who attended and dealt with the injury/incident.

In the event of an ambulance being called to school or if a pupil, member of staff or visitor to the school has to visit the A & E department as a result of an injury:-

- The parents/carers will be contacted.
- Giving full details of the incident and injuries incurred the Accident Form is completed then signed and dated by the First Aider who attended the incident.
- The form is then countersigned by the Headteacher, Ms Whittaker, the Deputy Headteacher Mrs Alford or the Bursar, Mrs Maddock.
- The First Aider will accompany the injured person in the ambulance if a family member is not available and will stay with the injured person until a family member arrives at the hospital.
- If the injury does not require an ambulance but the First Aider feels it requires medical attention the parents/carers are advised to visit their own doctor or the A & E Department.
- Accident is reported online through Prime – the Cheshire West and Chester Council's Accident Reporting System.

If an injury to the head is sustained:-

- A member of staff will contact the parents/carers of the pupil by telephone informing them of the incident.
- A Head Bump letter is sent home with the child at the end of the day.
(This letter informs the parents/carers of the signs and symptoms to be aware of and seek medical attention if required).
- The Accident Form is completed with details of incident and first aid given.
- If head injury requires hospital attention an ambulance will be called and a member of staff will accompany the child to the hospital and await arrival of parents/carers.

Refer to **Appendix 1** for signs of a potentially serious head injury and guidance on procedures for the use of cold compresses and icepacks.

Asthma and Inhalers

- Asthma sufferers will have inhalers on school premises at all times.
- Inhalers will be kept in respective classes, clearly named including expiry date.
- Inhalers will accompany class teacher or TA on school visits. Year 5 and 6 children will be responsible for carrying their own.
- Inhalers will accompany class teacher or TA when pupils participate in sporting and swimming activities.
- If a child or adult suffers an asthma attack all first aid procedures will be followed.

Epilepsy

- Epilepsy sufferers will have medication on school premises at all times.
- Medication will be kept in main reception area, clearly named including expiry date.
- All medication will accompany class teacher or TA on school visits including sporting and swimming activities.
- If a child or adult suffers an epileptic seizure all first aid procedures will be followed.
- Parents or carers should be notified.
- Child should be left to rest after seizure.
- If it is a first seizure an ambulance should be called.

Allergies and Anaphylactic Shock

- Allergy sufferers will have medication on school premises at all times.
- Medication will be kept in classrooms, clearly named including expiry date.
- All medication will accompany class teacher or TA on school visits including sporting and swimming activities.
- If a child or adult suffers an allergic reaction or anaphylactic shock all first aid procedures will be followed.
- Treat child according to their own protocol which will be found in their allergy kit.
- Contact Parents or carers.
- If an ambulance has been summoned an allergic reaction report should be given to the ambulance crew with the used Epipen (if administered).

Diabetes

- Children with diabetes who require medication will have medication on school premises at all times.
- Medication will be kept in classrooms, clearly named including expiry date.
- If the child or adult is a known diabetic help to increase their sugar intake.
- Appointed person will test blood sugar level using child's own kit (if required).
- Contact Parent or carers.
- If the condition deteriorates, or the pupil is unresponsive then an ambulance must be called immediately.

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Appendix 1

Procedure for administering First Aid

- If the child or adult is fully conscious, help them to sit down in a comfortable position.
- Cold compress to be applied and held against head.
- Cool the injury for no more than 10 minutes to reduce swelling and pain.
- Monitor condition.
- If the child does not fully recover or becomes drowsy or confused or complains of worsening headache, double vision or vomiting, **call 999 for an ambulance.**

Procedure and guidelines for the use of cold compresses/ice packs

- cold pad, made from material dampened with cold water. These will need re-soaking in cold water every few minutes
- an ice pack can be made using ice cubes, or packs of frozen peas (other small frozen veg are allowed) or a proprietary 'Kool Pak'. These should be wrapped in a dry cloth or recommended sleeve.
- blue gel cold compresses – can be kept in the refrigerator or chilled in a freezer. These should be wrapped in a dry cloth when used.

Signs of a potentially serious head injury/bump.

Advise parents/carers or casualty, if any of the following develops they should seek medical advice:-

- Increasing drowsiness.
- Worsening headache.
- Confusion/strange behaviour or loss of memory or vomiting episodes following injury.
- Weakness in an arm or leg or speech difficulties.
- Dizziness, loss of balance or seizures.
- Any visual problems.
- Blood, or clear fluid, leaking from the nose or ear.
- Unusual breathing problems.