



FIRST AID POLICY



This policy will be reviewed in full by the CMI Board of Overseers and the CCS Governing Body on an annual basis.

Signature Date

Early Years Manager at Carmel Christian School

Signature Date

Chairperson of the Governing Body

Signature Date

Wayne Skinner, Chairperson, CMI Board of Trustees

Revision table	Date	Details
Review	8 September 2017	Major review and rebuild of the policy
Review	October 2018	Review
Review	21 August 2019	Review
Review	21 August 2020	Review

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Review	5 February 2021	Review and update due to CCS setting and staff changes
Review	19 February 2022	Annual review. Updated newly trained first aiders and some changes in recording procedures.
Next Review Due	19 February 2023	

Applies to: All staff and Volunteers at Carmel Ministries International (CMI) including Carmel Christian School (CCS)	Exclusions: None
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INTRODUCTION

The **First Aid procedure** at Carmel Ministries International (CMI) including Carmel Christian School (CCS) is in operation to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the **team** consists of **qualified First Aiders** and **not** trained doctors or nurses.

In the event of an accident, all members of the school community should be aware of the support available and the procedures available to activate this.

Our **First Aiders** are:

Carmel Christian School	Joanne Collins Jenny Candia Vicky Fletcher
Carmel Ministries International	Andy Elmer
Carmel Bible College	Nigel Parkinson
Youth Ministry	James Elmer Megan Skinner

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First Aid boxes are strategically placed throughout the premises and checked each month by Andy Elmer, CMI's Health and Safety Manager, who replaces supplies as necessary. For Carmel Christian School, the First Aid box is located in the Early Years office.

All staff who are trained in First Aid in the work place are clearly identified in the school.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for pupils, staff and visitors.
- To ensure that all staff are aware of the system/s in place.
- To provide awareness of Health & Safety issues within the school and on school trips, to prevent, where possible, potential dangers or accidents.

N.B.: The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.

STATEMENT OF GENERAL POLICY

- To record all accidents and injuries, including treatment given, in the Accident Book.
- To inform parents/carers of serious injuries or accidents.
- Medication will only be administered if it has been prescribed by a doctor.
- Medication to be administered by a trained person in the administration of medicine.
- A First Aid kit will be taken on all educational visits.
- Staff training will be provided (renewed qualification every three years).
- To ensure that we have parental permission before administering emergency First Aid.
- To have at least one staff member fully qualified in Paediatric First Aid.

FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by the school] are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that the portable First Aid kit is adequately stocked.

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- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.
 - The first aider need not be the member of staff to accompany the casualty to hospital; however, an appropriate person should be sent.
- Liaison **must** occur with the Early Years Manager or Deputy, if they are not already aware of the incident, to ensure that the setting can remain open in the event of an absent teacher.
- A record must be kept of each pupil attended to, the nature of the injury and any treatment given. This is recorded in the Accident Book kept in the cabinet in the Early Years office.
- Ensure that everything is cleared away, using gloves, and that all dressings, etc. are put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

THE TRUSTEES/GOVERNORS will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure that all new staff are made aware of First Aid procedures in school.

THE EARLY YEARS MANAGER, DEPUTY AND STAFF will:

- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- Ensure that in the event that an injury has caused a problem, the pupil **must** be referred to a first aider for examination.
- At the start of each academic year, provide the first aid team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.

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- Have a file of up-to-date medical consent forms for every pupil and ensure that these are readily available for staff responsible for school trips/outings.

GENERAL PROCEDURES

- Plastic gloves and aprons are to be worn when dealing with all incidents.
- Cuts are cleaned using, where appropriate, running water and/or alcohol wipes, and if needed, plasters are available.
- Bloods/soiled dressings and used gloves should be disposed of appropriately.
- Minor incidents and accidents should be dealt with, wounds cleaned, etc.
- An up-to-date list of child medical conditions, asthma, etc. is kept in the file in the Early Years office.
- Any incident that has required First Aid treatment by a qualified first aider should be recorded in the Accident Book and parents informed if necessary.
- Ice packs are available to be used to reduce the swelling of bumps and suspected strains and sprains or alternatively a cold compress. If ice packs are used, then these are first wrapped in a paper towel to prevent contact with the skin.
- Injured/poorly pupils must never be left alone or sent alone for help.
- The First Aid equipment is regularly checked and managed by Andy Elmer.

HEAD INJURIES

A head injury must be dealt with by a senior first aider who is responsible for making the decision to ring parents. If a parent has been contacted by telephone, they will be encouraged to collect their child from school and seek further advice either from a doctor or accident and emergency department. Details are recorded in the Accident Book.

PRECAUTIONS FOR OFF-SITE ACTIVITIES

Staff involved with any off-site activities must take a First Aid box and a sick bucket containing essential cleaning aids. A person trained in First Aid should accompany the children on the visit. First Aid should also be an essential element of informing the risk assessment for the visit.

It is the responsibility of the staff member in charge to take a First Aid box with them on the visit, and they will also carry any medication needed for individual children.

Prior to any residential visit, medical forms will be completed by the parents/carer of all pupils. This will allow the school to consider what reasonable adjustments they may need to make to enable young people with medical needs to participate fully and safely on visits. Arrangements for taking any necessary medicines will need to be taken into consideration.

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Staff supervising excursions will always be aware of the medical needs and relevant emergency procedures of pupils in their care. Copies of medical forms for children with specific needs will be taken on the visit. Other information can be obtained by contacting the school. Staff will always carry mobile phones for emergency use. If staff are concerned about whether they can provide for a young person's safety or the safety of others on a visit, the school will seek parental views and medical advice from the school health service and/or the young person's GP, Specialist Nurse or Hospital Consultant. Prior to a visit, medication should be handed to the first aider by parents/carers. Following the visit, the first aider will hand back any medication to the child's parent (medication MUST not be handed back to the child).

HOSPITAL TREATMENT

If a child needs hospital treatment in a non-urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, then permission must be given by a senior First Aider to ring for a taxi and a first aider accompany the child in the back of a taxi. A senior First Aider must always be left in school. Every attempt to contact the parents will be made by the school. Should parents be unable to be contacted, the relevant member of staff, usually the Early Years Manager, or in her absence, the other senior First Aider, will act on the parents' behalf, providing parents have signed consent forms to this effect. Consent forms will be signed prior to a child's admission to the school.

AMBULANCE EMERGENCY

In an emergency, a senior First Aider must be informed, a person trained in first aid must attend to the casualty and an ambulance called for without delay. The parents/carers will then be contacted. A member of staff must then accompany the child to hospital and wait for the parents to arrive. A senior First Aider must always be left in school. Every attempt to contact the parents will be made by the school. Should parents be unable to be contacted, the relevant member of staff, usually the Early Years Manager, or in her absence, the other senior First Aider, will act on the parents' behalf, providing parents have signed consent forms to this effect. Consent forms will be signed prior to a child's admission to the school.

HYGIENE CONTROL GUIDELINES

It is advisable to follow the Hygiene Control Guidelines recommended by the DfE listed below in all instances to provide protection against a range of infections to which staff in schools may be exposed. The following is a basic hygiene procedure that should be put into operation in all instances against a range of infections that members of the school community may be exposed to:

Personal Hygiene

- Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.
- Sanitary towels and tampons should be placed in the disposal bins provided.
- Hands are to be washed with soap after going to the toilet and before food.
- Hand sanitisers will be provided for use by all members of the school community.
- Separate cleaning equipment is to be used for toilets.

Accidents Involving External Bleeding/Bodily fluids

- Normal First Aid procedures should be followed, which should include the use of disposable gloves.
- Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed.
- Cotton wool should not be used in cleaning wounds since it is not sterile and could cause infection.
- As soon as possible, seek medical advice should the bleeding continue.

Splashes of blood from one person to another

- Splashes of blood on the skin should be washed off immediately with soap and water.
- Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.
- After accidents resulting in bleeding, contaminated surfaces, e.g., tables or furniture, should be disinfected. Separate cleaning equipment is to be used.

ADMINISTRATION OF MEDICINES

Please read the Medication Policy alongside this document

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURENCES

We will report work-related accidents, diseases and dangerous occurrences according to the regulations relating to RIDDOR. Full details of all occurrences that need to be reported may be found in the Health and Safety file in Andy Elmer's office.

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THE EXECUTION OF THIS POLICY will be monitored by both the FIRST AID TEAM and THE TRUSTEES/GOVERNORS.