YESOIDAY HATORAH BOYS' ACADEMY & YESOIDAY HATORAH GIRLS' ACADEMY

FIRST AID POLICY

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Medical Emergency In Brief:

In all cases of accidents, call for help from the nominated School First Aiders on the emergency line:

773 6364 x9 (external call)
x444 (internal call)

In a serious incident, or if you have any strong concerns, the first aider will come to the child.

In other instances, please accompany the child to the office.

The office will call 999 and/or Hatzola as appropriate, following school procedure.

In the case of severe injury or danger to life, and you contact 999 and/or Hatzola direct, you must let the office know immediately.

Fire/Ambulance/Police:	**999**
Hatzola:	**0161 795 2727**

First Aid & Illness

Our school has the following trained First Aiders: See Appendix A

In the absence of the nominated First Aiders; Those who have attended an emergency course in the last 3 years are nominated to take charge of an emergency first aid situation.

Daily minor first aid situations may be dealt with by emergency aiders. However any employee or any person volunteering to administer first aid will be covered and indemnified under Public Liability Insurance Policy.

Persons administering first aid should wear disposable gloves, if possible, where bodily fluids are involved. An adult witness should be present if tending an intimate part of the body.

Children who feel unwell should be sent to the school office with an accompanying note from the teacher explaining the nature of the child's illness. The decision to send an unwell child home will be made by the Headteacher or Academy Lead. If neither are available the First Aider will make an informed decision.

Unwell children must be signed out when collected by a parent/carer.

A register of children with medical conditions is updated constantly and distributed accordingly. Care plans are in place for children with specific medical needs. Emergency medications (EpiPen/Inhalers) are kept in the emergency cabinet in the school office .

Location of first aid kits:

- School Office – Gatehouse
- School Office – Block B
- Kitchen
- Nursery
- Creche

First Aid kits must be taken on all off-site activities. Where possible an emergency aider will accompany off-site visits.

The School Administrator is responsible for checking the contents of pouches and replenishing as necessary.

Accident Procedures

During playtimes and lunchtime children should be dealt with in the first instance by a member of staff on duty. However if the injury requires first aid treatment the child should be accompanied to either reception/office to be dealt with by an emergency aider.

In a serious incident or if staff have any concerns the first aider will come to the child and can be contacted quickly on internal **ext 444** or using the emergency line 773 6364 **x9**.
All serious accidents/injuries must be reported to the School Office by the person who initially dealt with the incident and the accident book completed by Administrative staff.

All head bumps/injuries must be recorded.

All accidents are recorded on the notification form for parents and sent home with the child. Children should be given a sticker to alert adults to the fact that the child has sustained an injury.

If the First Aider believes that the injured person requires medical treatment they will consult with the Headteacher, Academy Lead (or nominated person) and:

- Arrange for the emergency services (999) to be called if necessary or HATZOLAH
- Arrange for parents to be informed

- Arrange for the child/adult to be transported to A&E by ambulance or by parents.

Injury/accident books should be monitored to identify recurring incidents which may be prevented if appropriate action is taken.

All staff should be informed of First Aid arrangements and made aware of this policy as part of their induction.

Other related Policy:
Administration of Medicines Policy
First Aiders List
Full Medical List
Confidentiality Policy
Data Protection