



Castlehill Primary and ELR



Arrangements for Safeguarding

First Aid Policy and Procedures



Rationale

Castlehill Primary and ELR has created a First Aid Policy as part of arrangements for Safeguarding the Health and Wellbeing of children, staff, parents/carers and volunteers to the school.

Scope of the Policy

This policy outlines how the school will give immediate care to a child, young person or adult who is injured or ill until full medical treatment is available. For minor conditions, first aid will be enough. The school will always contact parents/carers if a child receives a more significant injury such as a bump to the head. The school will phone 999 immediately if a child is seriously injured or ill.

This policy does not include the care of children and young people who are medicated for diagnosed conditions. Procedure (9/06) should be referred to for procedures on the administration of medication; Health Care Plans or Pupil Emergency Procedures.

Policy Aims

- This policy will ensure that First Aid provision meets the needs of our establishment;
- This policy will ensure that all staff are aware of their roles and responsibilities in relation to First Aid;
- This policy will ensure compliance with other East Dunbartonshire Council policies in relation to Health & Safety;
- This policy will ensure that first aid facilities, equipment and kits are fit for purpose.

Roles and Responsibilities

The person with overall responsibility for the First Aid Policy is Mandy Thompson, Head Teacher of Castlehill Primary.

All members of staff have a duty of care and will be first responders in the event of a child requiring first aid for minor injuries such as cuts, grazes and bruises. All members of staff will respond to and give comfort and care to any child who has a first aid need, until a trained first aider attends.

A note of any child who is given First Aid will be taken which will then be recorded in the First Aid Register in the medical room.

There are a number of trained first aiders in our School and Early Years Centre, all of whom have participated in a two day first aid training course covering emergency first aid and emergency paediatric first aid.

Overview of Emergency First Aid Training

Emergency First Aid/AAI (Day 1)

The roles and responsibilities of an emergency first aider; assessing an incident; managing an unresponsive casualty; CPR and defibrillation; recovery position; choking; seizures; shock; wounds and bleeding; minor injuries (cuts, grazes, bruises, burns and scalds).

AAI course

Common anaphylaxis triggers; signs and symptoms of anaphylaxis; medication; adrenaline auto-injectors use.

Emergency Paediatric First Aid (Day 2)

Assessing an emergency situation; dealing with an unresponsive infant or child; recovery position; CPR and AED choking; head, neck and back injuries. fractures; anaphylaxis and allergic reactions; meningitis; asthma; febrile convulsions; seizures; diabetic emergencies; poisoning; burns and scalds; electric shock; external bleeding; eye, ear and nose conditions; bites and sting; minor injuries; treatment for hot and cold body temperatures.

First Aid Facilities, Equipment and Kits

Almost all first aid casualties should be brought to the medical room beside the school office, where they can be closely monitored by Office staff or SLT on duty and a first aider if necessary.

The medical room is well appointed and includes a bed, first aid boxes, a sink, fridge and stock for first aid kits. The school uses *koolpak* Instant Ice Packs. These are single use disposable packs, used to treat soft tissue injuries that cause pain, swelling and bruising.

Nitryl gloves are used when dealing with open wounds. All medical waste is disposed of using yellow medical waste bags, in line with national advice.

All First Aid kit items are monitored by our Admin Assistant for Castlehill Primary. Items are re-stocked when required. The school does not have a defibrillator.

Recording and Reporting

All First Aid incidents are recorded in the school's First Aid Register. Information recorded includes the date, location, details about the injury and first aid given. The register also holds information about parents/carers being contacted.

Parents/carers will be telephoned in the event of a child sustaining an injury or illness that may require medical treatment. Parents/carers will also be telephoned if a child sustains a head injury.

Serious injuries must be reported to the local authority in compliance with EDC Health & Safety policy.

All records will be stored in compliance with GDPR.

Responding to an Emergency

In the event of any serious injury or health concern, an emergency 999 ambulance will be called immediately. The school will then call parents/carers.

At Castlehill we ensure we respect pupils right to privacy and to be looked after, receiving appropriate medical attention. As a Gold Rights Respecting these rights are understood and respected by the whole school community. Expectations for staff, pupils and parents are high assuming mutual respect for all. We respect and celebrate the diversity of our school community, where everyone feels welcome, secure and valued.

Guidance for any Head/Face Bump

Minor head injury

This is a bump or a cut to the head that doesn't result in any serious brain injury.

This can cause concussion, but this is not always the case.

It can be hard to tell the difference between a minor and a severe head injury.

If a child has a minor head injury, they may cry or be distressed. This is normal - with attention and reassurance most children will settle down. However, seek medical help if the child continues to be distressed despite simple measures like pain relief.

Minor Head Injuries Symptoms

- Bump
- Bruise
- Mild headache
- Nausea (feeling sick)
- Dizziness
- Blurred vision

Treatment

- First Aider should check for all symptoms listed above if any child presents at school with a head bump.
- Use cold compress to soothe injury.
- Do not use cold compress for longer than 30mins. Pupil/staff member should be monitored during this time.
- First Aider should check for points above throughout 30min observation.
- HS1a/b paperwork should be completed and reported to Health and Safety.
- DO NOT move child if there is a neck injury and/or child is unconscious

Parent/emergency contact should be called after 30min of observations and a clear report given of injury and treatment given.

They should be advised to monitor injured person for 24 hours and watch for any serious symptoms appearing.

Updated June 2021 Mandy Thompson

Updated August 2024 Mandy Thompson

Updated March 2025 Mandy Thompson