



## **Lüderitz Blue School Accident and First Aid Policy**

### **1. AIM OF ACCIDENT AND FIRST AID POLICY**

The aim of this policy is to provide clear guidance for situations relating to injuries, accidents and First Aid at Lüderitz Blue School. The policy applies to all children in the professional care of staff of the school. This includes both enrolled learners and children joining for the extra-curricular programme. This policy should be read and understood alongside all the other school policies, including the Lüderitz Blue School Medicine in School Policy.

### **2. RESPONSIBILITIES OF STAFF AND FIRST AIDERS**

- i) As many members of school staff as possible should be First Aid trained.
- ii) There will always be at least one First Aider available on the school premises at all times.
- iii) First Aid training should be updated at least every 2 years.
- iv) There is a First Aiders log kept in the School Office and internally.
- v) Minor injuries may be treated by any member of school staff. However, if a First Aider is available, guidance or assistance from them is encouraged. (Please see 4. PROCEDURE FOR A MINOR INCIDENT OR ACCIDENT REQUIRING FIRST AID)
- vi) Any major injuries must be dealt with by a First Aider in accordance with 5. PROCEDURE FOR A MAJOR INCIDENT OR ACCIDENT REQUIRING FIRST AID and 6. ADVICE FOR EMERGENCIES OR SERIOUS INJURY.
- vii) If a learner with a diagnosed health issue joins the school and parents/guardians disclose this information to the school, staff members who are working closely with the learner may be provided with additional training.

### **3. PROCEDURE FOR WHEN A CHILD FEELS UNWELL**

When a child in the care of staff at Lüderitz Blue School feels unwell, the following procedures should be followed

#### If the child is at school:

- The child should be escorted to the School Office (by an adult or another child)
- The child's temperature will be taken and recorded. Children with a temperature of 37.5°C or higher will be considered to have a fever
- Medicine may not be administered without the permission of the parent/guardian. For more information, please refer to the Lüderitz Blue School Medicine in School Policy
- If the child is deemed too unwell to stay until the end of the school, the school will contact a parent/guardian requesting for the child to be collected.
- Children must wait in the School Office until they are collected. They may not leave school independently.
- Details of the above must be documented on an Accident and Injury Report Form. This form must be sent home to parents/guardians and a copy must be taken and kept on file in the School Office.

#### If the child is on a school trip:

- A member of staff must remain with the child at all times
- Medicine may not be administered without the permission of the parent/guardian. For more information, please refer to the Lüderitz Blue School Medicine in School Policy
- If the child is deemed too unwell to stay for the rest of the trip, the school will contact a parent/guardian requesting for the child to be collected
- Children must wait with a member of staff until they are collected. They may not leave the trip independently
- Details of the above must be documented on an Accident and Injury Report Form on the return to school. This form must be sent home to parents/guardians and a copy must be taken and kept on file in the School Office.

#### **4. PROCEDURE FOR A MINOR INCIDENT OR ACCIDENT REQUIRING FIRST AID**

- i) Minor injuries may be treated by any member of school staff. However, if a First Aider is available, guidance or assistance from them is encouraged.
- ii) No medicines, including creams or ointments, may be applied to wounds unless permission has been obtained from parents/guardians. Please see Lüderitz Blue School Medicine in School Policy for further information.
- iii) Minor bruises and bumps should be cleaned with a clean wipe and water.
- iv) Minor sprains or twists should be dealt with by following the RICE procedure: Rest, Ice, Compression, ,Elevation. Ice packs should be collected from the school freezer, then washed and returned after use.
- v) All minor cuts and grazes should be wiped with a sterile, fresh disinfectant wipe. No other treatment is permitted.
- vi) Individually wrapped and sterile plasters may be applied after wounds have been treated.
- vii) If a child bumps their head, the child should be assessed for concussion and then monitored throughout the day. If the child's condition worsens or there is any concern, parents/guardians must be informed and further medical help should be sought immediately.
- viii) The member of staff tending to the minor injury should complete an Accident and Injury Report Form. The completed form should be sent home to the child's parent / guardian and a copy must be taken and kept in the Accident and Injury File.

## **5) PROCEDURE FOR A MAJOR INCIDENT OR ACCIDENT REQUIRING FIRST AID**

- i) In the case of a major incident or accident, First Aiders must be sought immediately to assess the situation and perform First Aid.
- ii) The school office should be informed immediately. They will:
  - immediately call an ambulance or duty doctor, depending on the situation
  - contact the class teacher and Principal to inform them of the incident
  - contact a parent or guardian to inform them of the incident
- iii) If a child is taken to hospital (by car or ambulance), a member of staff will remain with the child until a parent/guardian arrives.
- iv) The first aider who attended to the major injury will complete an Accident & Injury Report Form as soon as possible. A copy of the Accident & Injury Report Form should be given to the parent or guardian and a copy kept in the Incident, Accident & Injury file.
- v) All members of staff involved in or witness to the major incident or accident must also complete an Incident Report as soon as possible, and no longer than two working days after the incident or accident.
- vi) Extensions to this timeframe are given at the discretion of Senior Management.

## **6) ADVICE FOR EMERGENCIES OR SERIOUS INJURY**

It is essential to know what to do in case of an emergency or serious injury. The following steps should be taken alongside the FURTHER ADVICE FOR EMERGENCIES OR SERIOUS INJURY found in Appendix A. The following guidance should be followed until a First Aider, Doctor or Paramedic arrives to take over.

- Remain calm
- Call for a First Aider and inform the School Office immediately
- Ensure that there is no risk of further danger (e.g. for yourself, other children or the surroundings). Remove any hazards.
- Assess the injured person and act according to the steps in APPENDIX A - FURTHER ADVICE FOR EMERGENCIES OR SERIOUS INJURY.
- Do not leave the injured person unattended at any time.
- Monitor the injured person's condition until the First Aider, Doctor or Paramedic arrives.

## **7) PROCEDURE FOR CASES OF CONFIRMED CONTAGIOUS DISEASES**

- i) If a child has a confirmed case of a contagious disease, parents/guardians have a duty to keep their child at home and inform the School Office.
- ii) The School Office will inform the Class Teacher and Principal.
- iii) The parents/guardians in the class of the child concerned will be informed about the disease, symptoms and any other information deemed necessary.
- iv) If the child with the confirmed case has siblings or other children living in the same household as them, their classes will also be informed about the disease, symptoms and any other information deemed necessary.
- v) The parents/guardians of the child with the confirmed case of the contagious disease will be asked to keep their child at home for a period of time.
- vi) Any siblings or any other children living with the child will also be asked to stay at home for a period of time.

## **8) INFORMATION REGARDING FIRST AID KITS**

- i) First Aid kits are kept in the corridor and School Office.
- ii) First Aid kits are clearly marked.
- iii) If an item is removed from the First Aid kit, this should be logged on the First Aid log in the School Office and replaced as soon as possible.
- iv) The School Office is responsible for checking First Aid kits every 2 months.
- iv) A First Aid kit must be taken on all school trips in line with the School Trip Safety Guide. The Trip Leader is responsible for ensuring the kit is taken and that there is a First Aider on the trip.

## **9) EMERGENCY NUMBERS**

- i) Emergency numbers are displayed around the school.
- ii) Emergency numbers are stored on the school phone.
- iii) Emergency numbers can be found in APPENDIX B - EMERGENCY NUMBERS.

## APPENDIX A

### FURTHER ADVICE FOR EMERGENCIES OR SERIOUS INJURY.

EMERGENCY OR INJURY	STEPS TO BE TAKEN
UNCONSCIOUSNESS	<p>“If someone is <u>unconscious but breathing</u>, and has no other injuries that would stop them being moved, place them in the recovery position until help arrives. Keep them under observation to ensure they continue to breathe normally.”</p> <p>If someone is <u>unconscious and not breathing</u>, or “<u>not breathing normally</u>,” call [emergency services] and start cardiopulmonary resuscitation (CPR) straight away.”</p>
BLEEDING	<p>“If someone is bleeding heavily, the main aim is to prevent further blood loss and minimise the effects of shock. First, dial [emergency services] and ask for an ambulance as soon as possible. If you have disposable gloves, use them to reduce the risk of any infection being passed on. Check that there's nothing embedded in the wound.”</p> <p><u>If something is embedded:</u></p> <p>“Take care not to press down on the object. Instead, press firmly on either side of the object and build up padding around it before bandaging to avoid putting pressure on the object itself. Do not try to remove it because it may be helping to slow down the bleeding.”</p> <p><u>If nothing is embedded:</u></p> <ul style="list-style-type: none"> <li>● “Apply and maintain pressure to the wound with your gloved hand, using a clean pad or dressing if possible. Continue to apply pressure until the bleeding stops.</li> <li>● Use a clean dressing or any clean, soft material to bandage the wound firmly.</li> <li>● If bleeding continues through the pad, apply pressure to the wound until the bleeding stops, and then apply another pad over the top and bandage it in place. Do not remove the original pad or dressing, but continue to check that the bleeding has stopped.</li> </ul> <p>If a body part, such as a finger, has been severed, place it in a plastic bag or wrap it in cling film. Do not wash the severed limb. Wrap the package in soft fabric and place in a container of crushed ice. Do not let the limb touch the ice. Make sure the severed limb goes with the patient to hospital. Always seek medical help for bleeding, unless it's minor.”</p>

<p>BURNS AND SCALDS</p>	<p>“If someone has a burn or scald: Cool the burn as quickly as possible with cool running water for at least 20 minutes, or until the pain is relieved. Call 999 or seek medical help, if needed. While cooling the burn, and before the area begins to swell, carefully remove any clothing or jewellery, unless it's attached to the skin. If you're cooling a large burnt area, particularly in babies, children and elderly people, be aware that it may cause hypothermia (it may be necessary to stop cooling the burn to avoid hypothermia). If the burn has cooled, cover it loosely with cling film. If cling film isn't available, use a clean, dry dressing or non-fluffy material. Do not wrap the burn tightly as swelling may lead to further injury. Do not apply creams, lotions or sprays to the burn.”</p>
<p>FRACTURES AND BROKEN BONES</p>	<p>“It can be difficult to tell if a person has a broken bone or a joint, as opposed to a simple muscular injury. If you're in any doubt, treat the injury as a broken bone. If the person is unconscious or is bleeding heavily, these must be dealt with first by controlling the bleeding with direct pressure and performing CPR.” “If the person is conscious, prevent any further pain or damage by keeping the fracture as still as possible until you get them safely to hospital.”<sup>1</sup></p>

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<sup>1</sup> National Health Service England. (2022). Overview: First Aid. [Online]. NHS. Last Updated: 15 March 2022. Available at: <https://www.nhs.uk/conditions/first-aid/> [Accessed 8 November 2022].

## **APPENDIX B**

### **EMERGENCY NUMBERS**

**Lüderitz State Hospital/Ambulance:** +264 (0)63 202 446

**Doctor's Office:** +264 (0)63 202 515/ +264 (0) 81 8244 666 (After hrs on call DR)

**Electricity:** +264 (0)81495 3754

**Water:** +264 (0)81344 0294

**Sewerage:** +264 (0)81407 0504

**Refuse:** +264 (0)81423 5334

**Fire/Police:** +264 (0)81346 3132

**Lüderitz Town Council:** +264 (0)63 207800

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Written by: Marnie Allen

Reviewed by: Lucy Hooft

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