



Covingham Park Primary School Lone Working and First Aid Procedures

Our vision is to provide every child with an outstanding start to their education which will equip them with necessary skills to meet future changes and challenges throughout their life.

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Lone Working

For the health and safety of all staff, no staff member should be on the school site alone. Specific arrangements (in lone working policy) are made for the site manager. School is open during term time from 7:00am – 5:30pm. During holiday times, agreed opening times will be displayed on staff notice board in the staff room, these times will be when our site manager (Mr Derek Black) is on site. No member of staff should enter the school site at any other time.

First Aid

First Aid procedures should be carried out by one of the trained 'First Aid' staff members (list in offices and staff room).

Staff carrying out 'First Aid' procedures should follow the measures below to help protect yourself.

- Before any contact is made disposable gloves **must** be used by the person administering the First Aid.
- Wash cuts, scratches, bites and other abrasions with plenty of water and if necessary cover with a waterproof dressing.
- Cotton wool, swabs, tissues etc. should not be used to clean a wound as this can cause further problems.

All staff are trained in the use of Epi pen, inhalers and hypoglycaemia (by school nurse) at the beginning of each academic year.

All head injuries must be reported to the school office.

Cleaning Up

- Destroy / discard all disposable gloves after use.
- Wear gloves when cleaning up, handling or disposing of urine or faeces down the toilet. Discard gloves after use.
- Blood / bodily fluid swabs etc. should be disposed of in the 'yellow' bin (details from office).
- Wash in hot water clothes stained in blood.
- Use special 'powder' in containers in each classroom to apply to vomit.
- Mop and bucket in cleaner's cupboard to wash floors following a personal accident by a child.

Medicines

Parent/carers must complete a medicines form (in the school office) if their child will be using an inhaler or other medication in school. Please refer to individual information about medicines. An individual pupil log is kept of medication taken/applied by a child.

Staff **do not** administer pain relief tablets / liquid, antibiotics, cough medicine. (Exception is if directed by a care plan and following appropriate training).

