



First aid policy September 2021

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school has 2 trained first aiders. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date
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Our school's first aiders are listed in appendix 1.

3.2 The Director

The Director is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role

- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils

3.3 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Director of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the director or if not available the one of the school administration team will contact parents immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit

- Information about the specific medical needs of pupils
- Access to parents' contact details
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Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

See Educational Visits Policy.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

First aid kits are stored in:

- The main office

All expiry dates will be checked every 3 months.

Basic Medication is kept in the office, in a separate first aid box. Any medication given to a pupil will be recorded in the accident book with prior permission given by Parents/Guardians.

It is not permitted for children to bring in medication to school. If they do it should be handed into the school office for safe keeping, and will be administered by one of the first aiders.

6. Record-keeping and reporting

6.1 First aid and accident record book

- A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time. For children in Reception and Key

Stage 1 a note is sent home to inform parents. For Key Stage 2,3,4 & 5 children, a note is sent home if there has been a slight head injury, or parents will be notified via telephone call.

- As much detail as possible should be supplied when reporting an accident and will be recorded in the accident book.
- A copy of the accident report form will also be added to the pupil's educational record by the school administrative team.
- Records held in the first aid and accident book will be retained by the school.
- **6.2 Reporting an emergency**
- All emergency specified injuries (see below) must be notified to the school office (first aiders) who will in turn notify the emergency services and complete accident forms for the private hospital attending.

Emergency specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

6.3 Notifying parents

The school office will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Foundation Stage parents and those with children in Key Stage 1 also receive a note to take home for any minor accidents.

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders.

Staff are encouraged to renew their first aid training when it is no longer valid.

8. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy

Appendix 1: list of trained first aiders

Estibaliz Fernandez

Certified Assistant Nurse

Rachel Dickens

Certified First Aider