

# Red Hall Primary School



## First Aid Policy

Document History	
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By:	DH and LK
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## Rationale

The First Aid procedure at Red Hall Primary is in operation to ensure that every student (from 2 -11 year old), member of staff and visitors will be looked after in the event of an accident, no matter how minor or major. It is emphasised that the team consists of qualified First Aiders and not trained doctors and nurses.

This policy sets out general guidance but each case will be dealt with on its own merits.

### **The purpose of the policy is therefore:**

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of the Health and Safety issues within school and on educational visits, to prevent, where possible, potential dangers or accidents.

***NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.***

## Definition

First Aid is the provision of initial care for an illness or injury. It is usually performed by non-expert, but trained personnel to a sick or injured person until definitive medical treatment can be accessed. Certain self-limiting illnesses or minor injuries may not require further medical care past the first aid intervention. It generally consists of a series of simple and in some cases, potentially life-saving techniques that an individual can be trained to perform with minimal equipment.

## Aims

The school:

- Ensures there are qualified first aiders throughout the school. Making sure there are Paediatric First Aiders working with 2-6 year olds.
- Recognises that pupils who require first aid get immediate treatment at all times.
- Keeps records of all pupils having had first aid treatment.
- Ensures the whole school environment is a safe place. (Health and Safety policy)
- Ensures that all pupils understand first aid.
- Ensures that all staff who comes into contact with pupils requiring first aid knows exactly what to do and who to inform/ask for/send for.
- Will work in partnership with all interested parties to ensure that the policy is planned, implemented and maintained successfully.
- Keep parents informed.
- Keep teacher informed and school informed of any further attention needed.

#### FIRST AIDERS will:

- Ensure that their qualification and insurance (provided by the school) are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other first aiders or emergency services.
- Help fellow first aiders during an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that all parents are aware of head injuries promptly.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the bound book provided by the school, which is kept in the staff room and in foundation stage (for the 2 year olds staff to have access.)
- Any incidents which happen to occur must be noted by the first aider.
- Ensure that everything is cleared away, used gloves disposed of correctly (put in a yellow bag.) for contaminated/used items and sealed tightly before disposing of the bag in a sanitary bin. Any bloodiness on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

#### **In an emergency:**

- Ensure that the child who is sent to the hospital by ambulance is either:
- Accompanied in the ambulance at the request of the paramedics.
- Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
- Met at hospital by a relative.
- The first aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- The correct accident form should be filled out as soon as possible and the accident reported to senior management and the council if required.

**Any member of staff requiring first aid must follow the same procedures.**

## Record Keeping

At the beginning of the year, when a child joins the school whether it be as a 2 year old, for nursery or any other year group; parents/carers are asked if their child has any medical conditions including any allergies (plasters, food etc.) From this information the school keeps an allergy register for all school staff which is easily accessible and is passed on with the child throughout their school life.

A first aid record book is kept in the staff room in the centre of school so everyone can locate it. Another one is located in Foundation stage and one in the 2 year olds for them to use. The books are bound so as no pages can be taken out, if a mistake is made in the book it is not to be tipped out or removed. A cross should be placed through it and it initialled by the person responsible. All information should be clearly recorded with:

Date	Name	Class	Time	How the accident happened	Details of injury	Treatment given	Signed

If a child bumps their head they are given a letter to take home. If an injury is more serious parents are immediately informed and may need to collect their child.

In the event of an emergency the parents, class teacher, senior leader and emergency services will be contacted. An accident form will be filled out. Accident forms are located in the school office and should be filled out immediately.

## First Aid kits

There is first aid kits located in each department of the school. Each kit is clearly labelled with a white cross and green background (first aid symbol.) There are extra first aid kits ready for educational visits. All first Aid kits are kept out of children's reach. First aid kits are checked regularly and replenished when required or at the end of every half term.

First Aid kits are located:

Main	Staff room
2 year olds room	In the nursery kitchen
Foundation stage	Store cupboard
KS1	Staff Toilets
LKS2	Wet area/Library
UKS2	Wet area/Little Leaps
Educational visits	Staff room
Cooking	children's kitchen and burns kit
Dinner Duty	In the main office
Caretakers	Locked cleaning cupboard
Kitchen	In kitchen office and burns kit

First aid stock is kept in the staff room cupboard and checked each term. Dates are checked for expiry and orders are placed when needed. A check list of first aid equipment is kept in each kit, to show what is needed.

## **Medicines**

Refer to:

- Administrating Medication policy
- Pupil illness policy
- Asthma policy
- Anaphylactic policy
- Epilepsy policy

## **Educational visits**

There are first aid kits available in school to take to outdoor activity/events. A list of contents is found with each kit. Any first aid items used should be replaced immediately on return from the trip. Attention should be paid not just to the actual contents but also to whether items are still within date. There must be a first aider in attendance of all educational visits. Mobile phones should be carried and charged in case of an emergency.

## **First Aiders**

First Aiders are available at all times and there is always one available over lunch times. All first Aiders are listed and a copy of who they are and where they are is located on the wall in the staff room and other copies are around the school. There is always over four Paediatric first aiders located in the 2 year old and Foundation stage department to ensure Ofsted requirements are met. This enables for cover during staff absences and other reasons for not being in the department. Other first aiders are located throughout the school and regularly attend the appropriate training when required.