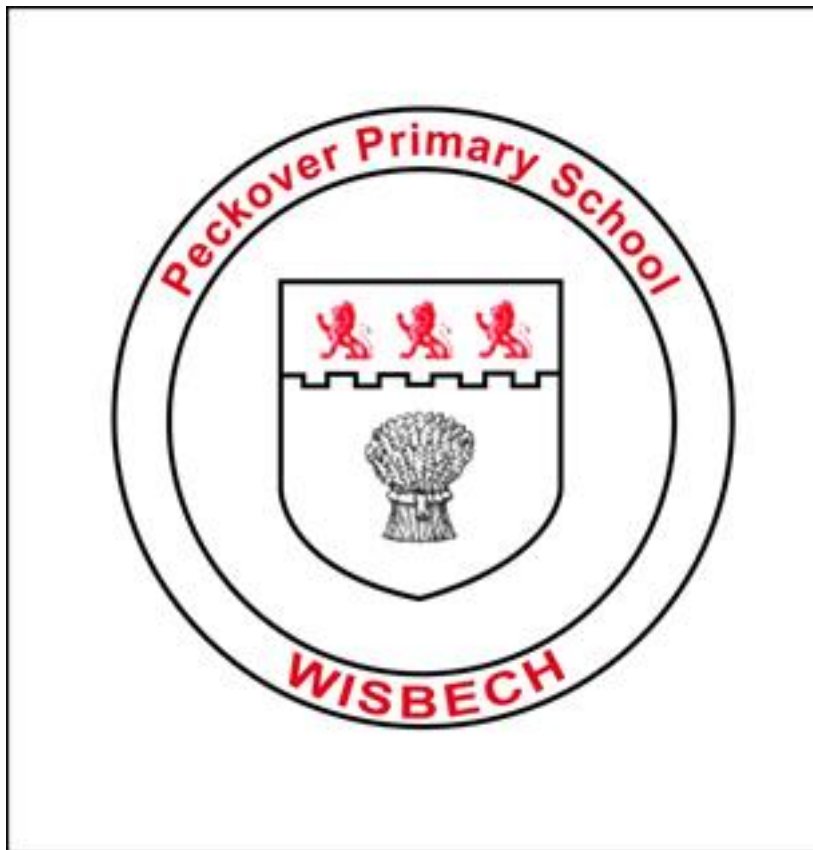


# First Aid Policy



Ratified by the Board of Governors on ..... 2022

Signed.....Chair of Governors

**Review Date: 2022**

## **First Aid Policy**

This document outlines the procedures and provision for First Aid at Peckover Primary School.

### **POLICY STATEMENT**

Peckover Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility.

### **AIMS & OBJECTIVES**

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 & 1999.
- To ensure that first aid provision is available at all times while people are on the school premises, and also of the premises whilst on school visits.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the School and on School trips, to prevent, where possible, potential dangers or accidents.
- To inform staff and parents of the School's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).FIRST AID PROVISION

### **First Aid kits are available at the following destinations:-**

- 1) KS1 playground entrance
- 2) KS2 playground entrance
- 3) All classrooms have portable kits for class and outing use
- 4) The School Kitchen
- 5) The Nest
- 6) The Nursery kitchen
- 7) Nursery store cupboard
- 8) PA office

It is the responsibility of Mrs Louise Harding to check the contents every half term and re-stock as necessary.

Treatment is administered from mobile cool boxes, where ice packs are kept. First aid boxes are kept in cloakrooms to KS1 and KS2 playgrounds along with a walkie-talkie. If a child needs to lie down the Nest [pastoral room] is used for treatment.

All staff will ensure that they have read the School's First Aid Policy.

Relevant staff will be trained in the use and administration of Epipens and Asthma inhalers.

**QUALIFIED STAFF**

**Full First Aider**

**Mrs Louise Harding**

**Mrs Daiva Krasauskiene**

**Mr Adrian Burton**

**Mrs Jo Munro**

**Paediatric trained First Aiders:**

Miss Sally Ann Floyd

Mrs Sam McGovern- Nursery

Mrs Tracy Lee

Mrs Nicola Brown-Nursery

Mrs Teresa Stiles-Extended provision

Mrs Joanna Mlynek

Miss Charlotte Winsor-Nursery

Miss Jess Goodale

Mrs Karen Symons

Miss Lisa Bardsley

Miss Jess Davison

Miss Danielle Whyatt

**Other first aid trained staff:**

Miss Lauren Clarke

Mrs Julie Constant

Mr Sam Fisher

Mrs Erika Harvey

Mrs Nikki Howell

Mrs Kate Kiszczak

Mrs Ola Kolodziejczyk

Miss Jess Oliver

Miss Rachel Oliver

Mrs Marta Parker

Mr Ryan Clarke

Miss Lucy Downham

A full list of first-aiders is kept in the school office and on the staff safeguarding board.

## **WHO ADMINISTERS FIRST AID?**

Only staff who are trained first aiders are allowed to administer first aid and are able to record incidents and sign documents.

There are trained first aiders on duty every day by rota on the playground. Those responsible for playground first aid will also be the first aid person at other times during the day. Any paediatric may be called to support more serious injuries.

There are trained first aiders in every year group. If there is an incident in a year group, it should be the first aiders in that Year group who respond. A green sign is in every year group bay showing who the first aiders are in that Year group.

## **LEVELS OF RESPONSIBILITY**

All trained first aiders should administer first aid in the first instance. (cuts, grazes, minor bumps, sickness, sting -this is not an exhaustive list)

If the first aider feels that the injury is more serious they should refer to a paediatric. (This could be: deep cuts, head injury, possible fracture, broken bone, allergic reaction -this is not an exhaustive list)

If the paediatric first aider requires further assistance, call Louise Harding (fully trained first aider) for advice.

If an ambulance is required call office for immediate assistance-the 999 call will be made on the school mobile, so that this can be taken down to the incident and patient.

## **HEAD INJURIES**

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal). Because of this, children with a head injury are given a sticker to wear to inform parents and make staff aware. Parents are informed by text/phone of any head injury.

Children that sustain a head injury, however minor, should be monitored closely. Parents should be made aware of any head injury so they can monitor at home.

Any serious Head Injury should always be referred for Hospital treatment (please follow the section for Emergency Arrangements) and parents contacted immediately.

## **EMERGENCY ARRANGEMENTS**

Where the injury is an emergency, an ambulance will be called following which the parents will be contacted.

Where hospital treatment is required but it is not an emergency, then either the School Office or first aider will contact the parents for them to take over the responsibility of the child.

In the event that the parents cannot be contacted, a member of staff will accompany the child to hospital and remain with them until the parents can be contacted.

### **HYGIENE/INFECTION CONTROL**

Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

Any soiled dressings etc must be disposed of in the clinical waste box.

Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush. This should also be disposed of in the clinical waste box.

Exposed cuts and abrasions should always be covered.

Children have cuts, etc., cleaned with antiseptic wipes, which are kept in the first aid kits. Parents are asked at the start of their child's education to inform us in writing if their child has any allergies to these wipes.

First aider to replenish stock as used -stock is kept in the filing cabinet in Year 1 bay.

### **INCIDENT REPORTING**

- When dealing with ANY first aid whether TLC or injury it must be written in the first aid book which is in KS1 and KS2 cloakrooms. The recording in the first aid book should be as follows:
  1. Date
  2. Time of incident
  3. Child's full name
  4. Class
  5. Nature of injury
  6. Location of incident
  7. Treatment given
  8. First aider who gave treatment
  9. Notification if parent is to be contacted.
  
- In the book there is a column titled **text home**, if you would have previously sent a slip home then you tick the box **YOU DO NOT FILL IN A SLIP**.
- If a bumped head give the child a 'bumped head' sticker
- At the end of lunchtime take the books (KS1 and KS2) to the office.

Please keep the handwriting clear and make sure first and surnames are correct along with the class. Stickers must not be used for recording, the book must be the only place first aid is recorded.

The office team will notify parent/carers via text message.

#### **ADMINISTRATION OF MEDICINES**

Please see the separate Administration of Medicine Policy.

Mrs Helen Foad is responsible for ensuring that First Aid certificates are kept up to date and we have the correct ratio of first aiders in School.

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