

Summerfields

PRIMARY SCHOOL



First Aid Policy

Reviewed: 01/12/2016

Next Review: 01/12/2019

Signed: _____

A handwritten signature in blue ink, consisting of the letters 'E' and 'M' in a stylized, cursive font.



SUMMERFIELDS PRIMARY SCHOOL
FIRST AID POLICY

RATIONALE:

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

The school has a separate policy for the administration of medicines and the Reporting of Incidents and Accidents

AIMS

This policy:-

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

RESPONSIBILITIES

MONITORING

This policy is annually reviewed and updated by the Head Teacher, School Business Manager and Q&P Committee

Signed:

Date:

Review Date:

First Aid Policy Guidelines

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.

At Summerfields Primary School, we ensure that there is at least one emergency first aid trained and one paediatric first aid trained member of staff in school at all times (during the school day and extended school day). This is to ensure that all areas of the school have at least one competent person present; with sufficient "spare" to cover off-site visits, part-time staff and as far as possible staff absences.

In Foundation Stage all Teaching Assistants have emergency first aid training and at any one time there is a member of staff with Paediatric first aid training.

For each break-time the school has nominated first aiders.

When children are taking part in off-site visits, we ensure that a first aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits. For Foundation Stage visits, we ensure that a Paediatric first aider accompanies the group.

During activities outside of the school day (after school clubs) there is a designated first aider onsite at all times.

Training

All Teaching Assistants and Mealtime Supervisory Assistants are emergency first aid trained.

New staff members are offered training as part of their induction process. The school keeps a register of who is first aid trained and when their training is valid till. The school office is responsible for organising first aid training.

Roles and Responsibilities

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

Appointed Persons

The Head Teacher is the appointed person within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the Head Teacher the Deputy Head Teacher will carry out this role.

First Aid Facilities

The disabled toilet is the school's designated medical room.

The school has first-aid medical cabinets in the office and in each Key Stage area. These cabinets contain sufficient first-aid materials to administer first aid as recommended by the HSE.

The school has a travelling first-aid container used for off-site visits. This is kept in the staff room and contains supplies recommended by the HSE.

Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first-aid container.

Accident and Injury Reporting

All first-aid incidents should be recorded in the first-aid record book. Wherever possible staff should speak to the parent/carer concerned. When this is not possible a slip should be completed and sent home. Where a child has a serious injury or injury to the head, the staff member should inform the Head Teacher or Deputy Head Teacher who will decide whether parents should be contacted immediately.

All serious injuries should be reported to the Head Teacher or Deputy Head Teacher and should be recorded. This is completed in the school office.

If a child needs to be taken to Accident and Emergency, parents must be contacted in the first instance to see if they can collect the child. If this is not practical then one of the three named car drivers (relevant insurance MOT, etc must have been checked) can take the child. They must be accompanied by a first aider and children must be on an appropriate booster seat where necessary.

Calling the emergency services

In the case of major accidents, it is the decision of the Head Teacher or Deputy Head Teacher if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must:-

1. State what has happened
2. The child's name
3. The age of the child

4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the administration staff OR another member of staff should wait by the school gate and guide the emergency vehicle.

If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately.

All contact numbers for children and staff are clearly located in the school office.

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