



The Anthony Curton and Tilney All Saints Primary Schools' Partnership

FIRST AID POLICY

Our School Vision

To provide a safe, nurturing environment, where everyone can blossom, being the best version of themselves whilst inspiring and increasing courage, individuality and confidence and motivating all to reach their full potential. Everyone is empowered to make good choices through the spirit of God and the fruits offered.

Galatians 5:22-23 "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law,"

Approved Spring Term 2024

Review Due Spring Term 2025

Signed on Behalf of the Local Governing Body

First Aid is care given to an injured person (in order to minimise injury, future disability, to preserve life and to promote recovery) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents/carers might be expected to act towards their own children. As a school our aim is also to promote health and safety awareness in children and adults, in order to prevent first aid being necessary and to encourage every child and adult to begin taking responsibility for their health needs.

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1. First Aid Provision

- The Executive Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders (see appendix 1).
- Portable First Aid kits are available and used any time our pupils are off site.
- The Appointed First Aiders will ensure the maintenance of the contents of the first aid kits and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, diabetes, the use of an EpiPen.
- All staff will ensure that they have read the school's First Aid policy.

2. First Aid Boxes

First Aid Boxes are located in:

Staff Room at Anthony Curton and disabled toilet and Staff Room at Tilney All Saints

A photo display is kept in the staff room of any child that has a severe medical condition and also in other appropriate places.

3. Procedures

In school:

- In the event of an injury or medical emergency, if possible contact the appointed First Aider(s).

- Any pupil complaining of illness or who has been injured at playtime/lunchtime is sent to the qualified First Aider (or another adult if no first aider is available at that point) to inspect and, where appropriate, treat.
- If there are any doubts over the health or welfare of a pupil the parent/carers will be contacted.
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.
- Wherever possible, first aid should be administered by a suitably trained person
- Hands should be washed before and after administering first aid. Disposable gloves should be worn for any incident involving bodily fluids.
- In the event of a serious incident an ambulance is called and a member of staff will accompany a pupil to the hospital. A parent/carers is asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff must have specific cover from their insurance company. A record of this to be held by the relevant school office.
- If a pupil sustains a serious injury, they should not be moved.
- If a head injury is sustained, parents are informed by telephone and also via the Smartlog email.

4. Out of School

- While on a visit, the visit leader should take a mobile phone and staff also take appropriate medication for the pupil, inhalers etc.
- If the trip is via minibus or coach, teachers must take a first aid kit.

5. Incident Reporting

- All incidents must be reported. All incidents must be logged on Smartlog. Parents will automatically receive an email from Smartlog detailing first aid given once this has been logged.
- If a serious incident occurs, an online HSE Accident Reporting form must be completed.
- Smartlog must be used to report any injuries to adults while they are in school. An injured member of staff or any other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

6. Administration of medicines

All medicines administered within school are done so in a safe and monitored environment. This is implemented through our Administration of Medicines policy.

7. Contamination / Hygiene

- No person should treat a pupil who is bleeding, without wearing protective gloves.
- Protective gloves are stored in the first aid kits and in the staff room at Anthony Curton/Staff Room and staff toilets at Tilney All Saints.
- Cover open cuts or wounds on your own skin with a waterproof Band-Aid or similar dressing.
- Where possible, use an air shield for mouth-to-mouth breathing.

- If blood is spilled onto broken skin or your skin is punctured by a sharp object, wash area thoroughly with soap and water.
- All body fluids (Vomit, diarrhoea, blood, urine etc.) must be cleaned immediately. This is vital if the spread of infections is to be reduced. A bodily fluids cleaning pack is available for body spillages and is kept in school. Single use latex gloves should be worn. Once spillages have been put into sealed bags, they must be put in the clinical waste bin for disposal. Hands must be washed and dried after the removal of protective gloves.