



Pool House Community Primary School

First Aid and Medical Policy

The First Aid and Medical Policy and procedures are in operation at Pool House to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

1. Aims

1. To have in place qualified first aid personnel.
2. To have in place adequate first aid equipment.
3. To have in place excellent lines of communication with the emergency services and other external agencies.

NB The term First Aider refers to those members of the school staff who are in possession of a valid First Aid or Paediatric First Aid certificate..

2. Strategy

- Identification & Awareness
 - Parents must inform the school of any medical condition which their child has that may be a cause for concern.

- School personnel must be suitably trained in identifying pupils where a medical condition may be developing.
 - Where school personnel are not trained they must seek the advice of a trained member of staff.
 - School personnel must report any concerns they have on the medical welfare of any pupil.
- Training
 - For all nominated personnel to undertake training in first aid, administration of medicines and awareness of medical problems in pupils.
 - A record of trained personnel can be found within the Health and Safety Policy.
 - Administration of Medicines
 - The administration of medicines to pupils will be carried out by the Headteacher, Assistant Headteacher or Office Manager.
 - Before the school administers any medication the parent/guardian must provide written consent.
 - House Keeping
 - All medicines will be securely stored in the school office
 - All First Aid boxes will be green with a white cross and will be suitably stocked and clean. Sufficient boxes, to cover all parts of the building, allowing quick access to first aid supplies in an emergency, will be available.
 - Rubber or latex gloves will be available for use by first aiders.
 - Emergencies
 - A procedure for dealing with accidents must be in place.
 - Records
 - Records of any accidents which happen will be kept in the school office.

- Reporting
 - Parents are to be informed of all accidents, especially head injuries.

3. Intimate Care

In the event of an injury/soreness in an area of the body that could be described as intimate, 2 or more first aiders must be present.

Reviewed- Summer Term 2021