

**First Aid Policy**

**Rationale**

All children have the right to feel safe and well and know that they will be attended to with due care when in need of First Aid. It is a statutory requirement for an employer to make adequate First Aid provision for all employees. In this school it is recognised that the provision should cover all staff, pupils and visitors.

**Aims**

* To provide First Aid treatment where appropriate for all pupils and staff.
* To provide or seek Secondary Aid where necessary and appropriate.
* To treat a casualty, relatives and others involved with care, compassion and courtesy.

**Guidelines**

* To ensure that there are sufficient qualified First Aid staff available to provide cover during the school day.
* To ensure that First Aid information is readily available and that all staff is aware of the way in which to call for help.
* To ensure that First Aid kits for minor injuries are available for use throughout the school by all staff and that they are regularly maintained.
* To ensure that First Aid kits are appropriately stocked and regularly checked and re-filled.
* To ensure that First Aid qualifications are kept up to date.

**Procedures**

* There is a rota to ensure that a qualified First Aid person is on site and on call during the school lunch time. This is reviewed and up-dated when required.
* Once informed of an accident the duty First Aid person will go to the casualty without delay and provide the necessary care.
* All appropriate precautions will be taken to protect First Aid person and casualty from cross infection.
* Class teachers should inform parents/guardian of any minor injury.
* Parents/guardian will be contacted about more serious injuries or illness as authorised by the headteacher.
* Any decision to send a casualty home will be made by the headteacher.
* Bump on the head injuries will require the casualty to take home a bump note to inform parents.
* All appropriate precautions will be taken when cleaning up after an accident involving body spillages.
* It is the responsibility of the duty First Aid staff to record any accidents in the schools Accident book, which complies with the New Data Protection Act.
* If it is decided that Secondary Aid is required the headteacher will be informed and a decision made.
* In the event of the headteacher being absent, all decisions will be authorised by the deputy headteacher.
* Parents will be contacted but if an appropriate adult cannot accompany a casualty to hospital a member of staff will, if this is deemed appropriate.

**Emergency Procedures**

* Our school operates a ‘help hand’ system in the event of a medical emergency to allow a fast response. Each classroom displays ‘a help hand’ on their white board. There is also a ‘help hand’ in each First Aid box**,** which is taken quickly to a First Aid person for assistance.
* If an ambulance is required the First Aid person will stay with the casualty. The headteacher and parents will be informed.
* Located next to school phones are the details which provide information required to contact the emergency services.
* The school must ensure that all staff is aware of emergency procedures.

**School Trips**

* A First Aid kit will be taken on all visits out of school, including sporting trips and swimming.

**Forest school**

* A First Aid kit will be taken on all outdoor forest school lessons.

**Covid 19**

Dealing with someone injured or ill during the Coronavirus (Covid- 19) pandemic.

**Guidance for First Aiders**

* Full PPE equipment is to be worn in the event of dealing with first aid or illness: Visor/mask, gloves and apron.
* PPE is issued to all staff.
* Treating the casualty should be your first concern.

**Procedures**

* With minor injuries you may be able to instruct the casualty in what to do, or pass them the items that they need and stand at a safe distance as much as possible, only if it is age appropriate to do so to minimise the time you share a close breathing zone.
* Designated First Aid Station to deal with first Aid will be in the Breakfast Club Area.
* Use of First Aid Hands to call for assistance in class/phone if outside on playground.
* Medicine Lead to check stock on a weekly basis.
* Disposable items e.g. gloves, medi-wipes, sick bowl to be sealed in a plastic bag and disposed of immediately by first aider.
* If a child is displaying a high temperature, use digital thermometer to check. They are then isolated immediately in reception foyer (door open for ventilation) with first aider (2-meter distance). Parent called.
* If child needs to go to bathroom, they should use one next to school office, which should then be closed until thorough deep clean.
* Any staff dealing with a child with a high temperature should wear PPE equipment.
* Parents of child sent home with a high temperature should have them tested (Test and trace system now in operation).
* A positive result of either pupils or staff would mean that the class bubble (children and staff) should be off for 14 days.
* School should be informed of the test outcome (school to chase if not heard from parents).
* They would then inform parents of group of outcome.
* Following PHE flowchart and guidance with regards to sending Bubbles home to self-isolate.
* Staff to use own individual phone to call office in case of an emergency
* First Aid Stock regularly audited for adequate stock

Date:Sept 2020

Review: Sept 2021