

**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, staff and visitors.
* 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 including Paediatric First Aiders available to provide cover during the school day.
* To ensure that First Aid information is readily available and that all staff are 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**

* **Only qualified First Aiders are to administer first aid or medication.**
* 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 designated First Aider for the day, will go to the casualty without delay and provide the necessary care.
* All appropriate precautions will be taken to protect First Aider and casualty from cross infection and further injury.
* **All accidents** which need treatment by a First Aider must be recorded in the school’s Accident Book (which complies with the New Data Protection Act) and the accompanying tear off slip must be handed to the class teacher to give to the parent/guardian.
* Staff need to be aware of our school policy on recording injuries – IF YOU TREAT IT, YOU MUST RECORD IT. (Only very minor injuries such as grazes that only need to be cleaned do not need to be recorded in the accident book **but parents should still be informed at the end of the day)**
* Class teachers should inform parents/guardian of any minor injury as well as passing on the tear off accident slip.
* Parents/guardians will be contacted about more serious injuries or illness as authorised by the Headteacher or SLT of Headteacher is unavailable.
* Any decision to send a casualty home will be made by the Headteacher or member of SLT if the Headteacher is unavailable.
* Head injuries will need to be monitored if the casualty is to stay on the school premises and further action taken if casualty is presenting secondary symptoms (vomiting, dizziness etc)
* In the case of a serious or suspect head injury, parents will be informed and a decision made as to whether the child stays in school.
* All children with head injuries (staying at school or being sent home) will receive a ‘head bump information leaflet’ which details signs and symptoms that may show that a child needs medical attention.
* 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,
* If it is decided that Secondary Aid is required, after initial treatment, the Headteacher (or member of SLT) will be informed and a decision made.
* In more serious cases, where an ambulance is needed and a parent/guardian cannot be present, a member of staff will accompany the casualty to hospital.

**Emergency Procedures**

* Our school operates a ‘First Aid Emergency Card’ system in the event of a medical emergency to allow a fast response. Each classroom displays an Emergency Card which is placed in a clearly visible place and it the event of an emergency, this card will be sent to either the Office or an adjacent classroom. Lunchtime supervisors also have their own set of cards to use during their lunch duties.
* Children with specific medical needs will have individual Medical Alert Cards as these children will need immediate, urgent care involving prescribed medication (e.g Epipens)
* If an ambulance is required the First Aid person will stay with the casualty 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. Emergency reference cards will be taken on every out of school visit.

**Forest school**

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

**Fire Drill/Alarm**

* **MEDICAL BOXES CONTAINING CHILDREN’S MEDICATION MUST BE TAKEN OUTSIDE BY EACH CLASS**

Date: Thursday 20th July 2023

Review: December 2023

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