

APPROVED BY:	SIGNED:	REVIEW DATE:
The Full Governing Body 25 November 2019		November 2021



STILTON CHURCH OF ENGLAND PRIMARY ACADEMY

First Aid

Our Vision and Values "Flourishing Through Friendship"

First Aid Personnel

DURING WORKING SESSIONS

Sue Shirley (One day First Aid at Work)
 Elaine McEachern(One day First Aid at Work)
 Leanne Beard(One day First Aid at Work)
 Jackie Woodham (Paediatric Trained)
 Elaine Walker(One day First Aid at Work)
 Anna Devine (Paediatric Trained)
 Rachel L'Erario (One day First Aid at Work)
 Rachel Kirkman(One day First Aid at Work)
 Millie Phillips(One day First Aid at Work)
 Sarah Paice(One day First Aid at Work)
 Karli Colbert (Paediatric trained)
 Helen Amitrano(One day First Aid at Work)

DURING LUNCHTIME SESSIONS

Sue Shirley(One day First Aid at Work)
 Jackie Woodham (Paediatric Trained)
 Rachel Kirkman(One day First Aid at Work)
 Rachel L'Erario(One day First Aid at Work)
 Millie Phillips(One day First Aid at Work)
 Sarah Paice(One day First Aid at Work)
 Karli Colbert (Paediatric trained)
 Helen Amitrano(One day First Aid at Work)

Location of Equipment

First Aid Boxes and the Shoulder Bag are to be stocked in accordance with the guidelines contained in the Health & Safety Executive File. Responsibility for this lies with the Budget Holder. This includes rubber gloves, antiseptic wipes and plasters which could be used in a first aid incident. Parents should advise school if their child has an allergy to any of these products.

First Aid boxes are located in each classroom.

Lunchtime First Aid Box and ice bags are situated in large stock cupboard next to children's kitchen area.

Ice packs are kept in the freezer in the children's kitchen area.

Replenishment stock of equipment is located in the large stock cupboard in the children's Kitchen Area.

Location of First Aid Staff

All classrooms contain a timetable showing where Designated First Aiders, listed above, are working within school. (see attached timetable)

At lunchtimes and break times a Designated First Aider will be based on the playground near to Badger cloakroom area. (weather permitting)

Reporting Procedure

Injuries should be recorded in the school First Aid Book that is kept in the school office. The First Aider who has given treatment should briefly describe the injury and area of injury and note any treatment given. The First Aider must initial the entry and report to class teacher. In addition, a duplicate copy of the incident report is to be sent home to parents/carers.

More serious incidents and injuries involving Emergency First Aid treatment or a child being taken to hospital must be logged on an Accident Report Form .(Contact School Secretary). This should be sent to Joanne Patterson at DEMAT.

Incidents - (Dependent upon the severity/seriousness of the incident)

1. Send a sensible child to a Designated First Aider with the Alert Card (carried by every staff member in school)

2. The First Aider will accompany the sensible child to the casualty and deliver necessary treatment.
3. At break times or lunch times, if the casualty is able to walk, they should be accompanied by a sensible child to the First Aid area near Badger cloakroom.
4. If the child appears unwell or the injury requires further treatment, the First Aider will inform the Headteacher or Deputy Headteacher that they believe it necessary for the child to go home. (Follow protocol for telephoning parents/carers)
5. If necessary, the school secretary will telephone the parent/ carer to take the child home, giving them brief details so the parent can arrange any further medical treatment needed. (Follow protocol for telephoning parents/carers)
6. If further treatment is necessary and parents cannot be contacted, the Headteacher (accompanied by an assistant who maintains a log of events), will take the child to hospital casualty.
7. If an ambulance or paramedic is required, the school secretary will telephone the Emergency Service.

As with all emergencies, the safety of the group of children as a whole is of the utmost importance. This also applies whilst children are away from school premises on organised trips or visits. The normal reporting procedure applies. On educational visits a named First Aider must be organised to take the school First Aid bag and reporting log.

Children Who Are Jehovah Witness

Records regarding these children are kept in the school office. These include parental wishes with regard to medication and treatment in cases of accident.

Residential Educational Visits

Recognised residential centres are equipped with appropriate First Aid equipment, facilities and qualified staff. Personnel identified above will follow school procedures. In an emergency situation, if considered necessary, centre staff or a teacher may take a child to hospital and parents should be advised as soon as possible. Parents may collect child from the centre if considered more appropriate. All contact details and relevant medical information for children and staff will be kept safe by the Designated First Aider for the duration of the trip. This information will be returned to the school office for disposal at the end of the trip.

Safety for the First Aid Administrators

It is very important that time is taken to put on gloves, which are available at each First Aid 'station', when dealing with blood or any body fluids. This includes small wounds and vomit as well as children with soiled or wet underwear.

Yellow bags are available for clinical waste. Once these are sealed and finished with they should be placed in the red bin in the kitchen area and then can then be put in the ordinary external bins.

Spitting or biting can sometimes be a hazard dealt with by primary school staff. Sputum should be dealt with as for splashes of blood and bites should be dealt with as for puncture wounds, i.e. let the wound bleed, gently squeezing it and then washing with cold running water and no soap.