



Community, Creativity,
Challenge and Individuality

Wheelock Primary School

First Aid Policy

Written September 2023

Review Date September 2024

Aims

The aims of our First Aid Policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that all staff are aware of their responsibilities and roles

Roles and Responsibilities

The schools appointed persons are:

Sam Davies	Paediatric First Aider	08.10.2022
Emma Sheridan	Paediatric First Aider	08.10.2022
Laura Thompson	Paediatric First Aider	08.10.2022
Bev Lewis	Paediatric First Aider	08.10.2022
Zoey Barker	Paediatric First Aider	04.12.2023
Anna Byatt	Paediatric First Aider	05.11.2023
Kerry –Anne Rider	Paediatric First Aider	05.11.2023
Nicola Clifford	Paediatric First Aider	04.12.2023
Jo Grimson	Paediatric First Aider	04.12.2023
Rachel Bell	Emergency First Aider	04.11.2023
Sarah Edwards	Paediatric First Aider	11.09.2023
Vicky Davenport	Paediatric First Aider	05.11.2023
Kim French	Paediatric First Aider	23.04.2024
Laura Fogg	Paediatric First Aider	23.04.2024
Halima Begum	Paediatric First Aider	23.04.2024

They are responsible for:

- Taking charge whenever someone is injured or unwell.
- Ensuring that an ambulance or other professional medical help is summonsed when appropriate.
- Taking charge as a first responder to any incident, they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Send pupils home to recover if necessary.

- Filling in accident forms on the same day notifying office staff if the incident needs to be logged on **PRIME**

The following appointed persons are responsible for ensuring there is an adequate supply of in date medical materials in first aid kits and replenishing the contents of the kits:

Mr D Moir:

Ordering of stock throughout all key stages.

Ensure there are lists of all current first aiders in the main four areas of the school (Middle area, reception first aid cupboard, KS2 Kitchen area, Safeguarding notice board in the staffroom)

Mrs S Davies:

- Checking all kits are stocked on a two weekly basis.
- Filing all medical forms.
- Ensure all items are in date on a termly basis.
- Ensuring that all paperwork required to record first aid incidents is available.
- Archive all medical forms in July for future evidence.
- Receiving all new medications from the pupils in September and issuing each with the appropriate paperwork, in July make sure each pupil takes the medication home with the correct paperwork to be signed for the beginning of the next school year.

All first aid staff are responsible to replenish the stock if they notice that an item is low in stock.

The Principle

The principle is in charge of implementing this policy, including

- Ensuring that an appropriate number of appointed persons are trained in first aid and are present in school each day
- Ensuring that first aiders have the appropriate qualifications, keeping training up to date
- Ensuring that appropriate risk assessments are completed and appropriate measures are in place
- Ensuring all staff are aware of all first aid procedures
- Reporting specified incidents are reported to Prime
- Operational tasks linked to first aid including maintaining the training record and completion of relevant paperwork are delegated to the clerical officer.

School Staff

The schools staff are responsible for:

- Ensuring they know the first aiders in the school
- Ensuring that they follow first aid procedures
- Informing the principle or manager of any specific health condition or first aid needs

First Aid Procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider who will provide first aid treatment.
- The first aider I, if called, will assess the injury and decide if further assistance is needed from a college or the emergency services. They will remain at the scene until help arrives.
- The first aider will also decide if the injured person should be moved into the recovery position
- The first aider judges if the pupil is too unwell to stay in school that parents are called and once the parents arrive will recommend next steps to parents
- If emergency services are called the office staff will contact parents immediately.
- The first aider or relevant member of staff will complete the appropriate medical form on the same day and log it appropriately.
- If the first aider needs to remove a piece of clothing to assess the injury they must ask the child if this is okay, but also seek a second member of staff to be present. If the child does not consent to this SLT approval is needed to contact parent for consent

Off-Site procedures

When taking pupils off the school premises, staff will ensure they always have the following;

- A mobile phone
- A portable first aid kit- this needs to be checked by a first aider for required stock prior to leaving
- Information about the specific medical needs of pupils
- Parents contact details

Risk assessment will be completed by the teacher prior to the trip/educational visit and signed off by the principle.

There will be at least one first aider with a current paediatric first aid certificate on the school trip/visit.

First aid equipment

A First Aid kit in our school will include;

Regular bandages

Triangular bandages

Adhesive tape

Safety pins

Disposable gloves

Antiseptic wipes

Saline wash

Plasters of assorted sizes

Scissors

No medicines are kept in the first aid kits.

All pupils that need inhalers have these stored in a save place in their own classrooms.

Ice packs are in the KS2 kitchen fridge.

First aid kits are found in the middles area, reception class, and KS2 Kitchen area

School trip kits is stored in the site manager's room.

Medicines for school trips are in the locked cupboard in the middle ares, the key for this cupboard is in the locked first aid cupboard in a drawer on the left hand side.

First Aid stock is stored in the Site manager's room.

First aid and report book

An accident form will be completed by the first aider on the same day, if the child has a minor head bump the child will then halve a green wrist band as well as a form to take home, this will alert members of staff during the day, as well as alerting the child's parent on their return home.

Some injuries require a phone call home to alert the parent of the incident, if the first aider feels the child is well enough to be in school they will communicate this to the parent, giving the parent the option to come and assess the injury for themselves.

As much detail as possible should be supplied when reporting an accident.

Records held in the first aid and accident book will be retained by the school for up to 25years.

Reporting to the HSE

The clerical officer will keep a record of any accident which results in a reportable injury. Logging it on PRIME.

Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a first aid training course and must hold a certificate of competence to show this.

The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their training when it is no longer valid. The clerical officer will notify staff when their training is up for renewal and training will be booked by the business manager, however it is the responsibility of the staff member to give a copy of their completed training /certificate to the clerical officer.

Monitoring arrangements

This policy will be reviewed by the LAB every two years.

Links with other policies

This first aid policy is linked to the;

Health and safety policy

Risk Assessment policy

Policy on supporting pupils with medical conditions

Medicines policy