



Collierley Primary School

First Aid Policy

Collierley Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility.

AIMS & OBJECTIVES

- To identify the first aid needs of the School.
- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.
- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the School and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the School and on School trips, to prevent, where possible, potential dangers or accidents.
- To inform staff and parents of the School's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).

FIRST AID PROVISION

FIRST AID KITS are available in the following places:

- The School Office
- Main hall
- Each key stage/Classroom
- Dinner Hall
- First aid backpack are available for yard duty and trips

EMERGENCY AAI and INHALERS are found in the following places:

- The School Office
- Dinner Hall
- Main Hall
- First aid backpack that are available for yard duty and trips

*These kits are in a green draw-string bag with the list of children who have an inhaler and/or AAI inside

FOREST SCHOOL FIRST AID KIT are found with Forest School Leaders, Mrs McGee and Mr Thompson.

It is the responsibility of **each First Aider** to check the contents every half term and re-stock as necessary. It is essential that all first aid boxes/bags are fully stocked at all time. If anything is needed please inform Mrs McGee or Mrs Martin.

The school ensures that all staff are aware of the School's First Aid Policy.

FIRST AID TRAINING

The headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders.

- All staff will be annually trained in the use and administration of AAI pen's if a child in school requires one. Staff who have been trained should be prepared to administer AAI pen if necessary.
- All staff members to be trained annually regarding Asthma attacks (signs and symptoms).
- All staff to know the signs and symptoms of Epilepsy.
- All staff willing to be first aiders need up to date training and attend annual CPR course if required.

QUALIFIED FIRST AIDERS

See Appendix 1 for list of current first-aiders

HEAD INJURIES

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

We inform parents of all head injuries however minor and give them the opportunity to seek medical advice.

Any serious Head Injury should always be referred for Hospital treatment (please follow the section for Emergency Arrangements).

EMERGENCY ARRANGEMENTS

Where the injury/illness is an emergency, an ambulance will be called, following which the parents will be contacted. Where hospital treatment is required but it is not an emergency, then one of the first-aiders will contact the parents for them to take over the responsibility of the child. In the event that the parents cannot be contacted, a first-aider will accompany the child to hospital and remain with them until the parents can be contacted.

An ambulance is called for the following reasons:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- For other medical conditions where pupils have a care plan and their condition has not responded to the first step treatment

HYGIENE/INFECTION CONTROL

- Hands are washed before and after giving First Aid.
- Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids.
- Any body fluids on the floor or other surfaces are dealt with by the first aider, who follows the Bodily Spillages Policy.
- Exposed cuts and abrasions are always covered.

INCIDENT REPORTING

All incidents/injuries/head injuries/ailments and treatment are recorded in one of the Accident file(s). It is recommended that these records are kept for 5 years.

Parents are informed by phone call and accident slip of any head injury.

A First-aider will contact the parents if she has any concerns about the injury, or needs to send a child home through illness.

Serious incidents are recorded and reported to Health and Safety.

SHARING OF INFORMATION

The inclusion leader co-ordinates pupil care plans and ensures that all staff are kept up to date with current pupils who have these. The care plans are kept in files in the school office and the child's classroom.

ADMINISTRATION OF MEDICINES

- See also the Administration of Medicine Policy
- Consent form from parents for the administration of school first aid kit medicines

Policy review date: March 2019

Next review due: March 2020

Appendix

First Aiders in school

As at March 2019

First Aid
Sarah Dews (EYFS)
Gemma Ferguson
Jackie Martin
Angela Mavin
Sean Foster
Laura McGee (EYFS)
Debra Newton (EYFS)
Gillian Bewick
Michael Evans
Kimberley Wilkinson
Michelle Ferguson
Melissa Kitching
Jamie Thompson
Amanda Dower
Jenna Oliver
Jessica Edington