

# First Aid Policy

## Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

## Purpose

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

## Guidelines

New staff is given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.

This policy will be reviewed annually and updated.

## First aid in school

We ensure that there is at least one emergency and one paediatric first-aid trained member of staff in school at all times during the school day. After school clubs are covered by first-aid trained teachers. This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

All teaching staff (teachers and TAs) are emergency first aid trained, and one has completed a paediatric first-aid course.

## Training

New staff members are offered training as part of their induction process. The school keeps a register of who is first-aid trained and until their training is valid. The Headteacher is responsible for organising first-aid training.

## Roles and Responsibilities

The main duties of a first aider in school are:

- To complete training approved courses as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

## Appointed Persons

The Headteacher is the appointed person within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the Headteacher the senior teacher (Mr Pugh) will carry out this role.

**First Aid Facilities**

The staff room is the school's designated medical room.

The school has one first-aid medical cabinet, which can be found in the staff room. The cabinet contain sufficient first-aid materials to administer first aid.

The school has two travelling first-aid containers used for off-site visits. These are kept in the staff room.

**Accident and Injury Reporting**

All first-aid incidents should be recorded in the first-aid record books, which can be found in the staffroom and dinner hall. When necessary, staff should speak to the parent/carer concerned. Where a child has a serious injury or injury to the head, the staff member should inform the Headteacher or senior teacher, who will decide whether parents should be contacted immediately. A bump note will be filled in and sent home.

All serious injuries should be reported to the Headteacher or senior teacher and should be recorded in the injury book in the staffroom.

**Calling the emergency services**

In the case of major accidents, it is the decision of the Headteacher/senior teacher if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately.

All contact numbers for children and staff are clearly located in the school office.

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