

## SLIMBRIDGE PRIMARY SCHOOL

### FIRST AID POLICY

'First aid can save lives and prevent minor injuries becoming major ones.....teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### PURPOSE

To ensure that children, staff and visitors to the school receive appropriate first aid care in the event of an accident or emergency. To ensure that clear procedures are in place for the safe storage of first aid equipment, administration of first aid to casualties and recording of incidents in accordance with health and safety guidelines.

### PROVISION OF FIRST AID PERSONNEL

**Appointed persons:** An appointed person is someone who takes charge when someone becomes ill, suffers a minor injury, looks after first aid equipment e.g. restocking after use, or who ensures that an ambulance is called when appropriate. All members of staff are appointed persons but not necessarily first aiders. Members of staff should not give first aid treatment for which they have not been trained.

All teachers and some TA's are trained in Emergency first aid. Emergency first aid training meets the requirements of the Health and Safety (First Aid) Regulations 1981, and equips staff to cope with an emergency and provides them with competence and confidence for emergency situations.

During the school day, many children suffer minor bumps and scrapes in the course of their play in the playground or through other activities. It is normal practice for these to be dealt with by an appointed person during play and lunch time; and by the teacher or teaching assistant during lesson time. However, more major injuries need to be immediately referred to a designated school first aider for assessment and care.

**School First Aiders:** Personnel who have attended the 3 day (min. 18 hrs) First Aid in the workplace course will be known as the school's designated first aider and staff will be informed of the person(s) trained in this role. They will attend 'refresher' courses to keep their qualification up to date and valid (every 3 years). In addition, some staff in Foundation will attend the paediatric first aid course to meet the OFSTED requirements for Early Years.

First Aiders are:	A Priday (Lead),	J Jenkins,
	K McNamara	A Arkwell-Smythe,
	L Pearce,	Carol Wilde
	Ann Chappell	Kirsty Lucia
	George Macklin	Heather Smith
	L Davies	
	Caroline Charnley-Heaton	
	J Wilkins,	

Children with specific medical needs are highlighted on the medical board in the staff room and in register boxes. All school staff should be aware of these children and summon help from a first aider in the event of an emergency.

During off site activities the staff accompanying the children will act as appointed persons and carry a basic first aid kit. They will also carry a mobile phone to use in an emergency and know the postcode of their location to pass to emergency services in the event of needing to summon help. This will also be included on the risk assessment passed to the Educational Visits Coordinator prior to the trip. If a major medical emergency or accident occurs on a school trip, the school must be informed as soon as possible and the situation managed so that the safety of the group is not compromised. Children who are known to have potential first aid emergency needs should be identified on the risk assessment with a plan in place to accommodate their needs in the event of an emergency.

### **PROVISION OF FIRST AID EQUIPMENT**

First Aid equipment is located in a green box in every classroom, in the Hall, entrance and in the disabled toilet. It is the responsibility of whoever uses equipment to replace it at a convenient time after the needs of the casualty have been met. If items are missing Mrs Elliott must be informed.

It is essential that all staff should take precautions to prevent infection and must follow basic hygiene procedures. Single use hypo-allergenic gloves should always be used when dealing with any casualty, hands must be washed and care needs to be taken when dealing with body fluids or blood, and when disposing of dressings or other equipment.

There is no mandatory list of items for a first-aid container. However, the HSE recommends that, where there is no special risk, a minimum provision of first-aid contents would be:

- A leaflet giving general advice on first aid.
- Twenty individually wrapped sterile adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Four individually wrapped triangular bandages.
- Six safety pins.
- Six medium-sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressings.
- One pair of disposable gloves.

Equivalent or additional items are acceptable.

### **RECORDING AND REPORTING ACCIDENTS**

All incidents **must** be recorded in the first aid log with the date, time, nature of injury, first aid given and what happened to the person immediately afterwards e.g. went back to class/ went home etc. Records must be signed and will be kept for 3 years. In the event of a child bumping their head or other significant injury, **parents will be informed by phone** and a letter sent home. Minor bumps and scrapes will be reported by the child or class teacher as necessary.

In the event of a serious accident involving a child or member of staff, the SHE Unit will be consulted and the appropriate forms completed

See also:

Safeguarding (Child Protection), Health and Safety inc. Manual Handling Policies

