

SALMESTONE PRIMARY SCHOOL

First Aid Policy



Headteacher
April 2017

Review every year

First Aid Policy

Policy Statement

Salmestone Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for First Aid is held by the Headteacher.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Ensuring that there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises in accordance with our First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with our First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

First Aid Training

The responsible manager will ensure that appropriate numbers of qualified First Aiders, appointed persons and paediatric trained staff are nominated, that they are adequately trained to meet their statutory duties and undertake refresher training when necessary.

Qualified First Aid Staff

At Salmestone Primary School there are qualified First Aiders across the academy (see Annex 1 for complete list of names and location). They are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

Early Years First Aid Trained Staff

At Salmestone Primary School there are a number of Paediatric First Aid trained staff (see Annex 1 for complete list and location) in place to meet the Early Years Foundation Stage (EYFS) statutory obligations.

First Aid Provision

- First aid equipment, clearly indicated with a First Aid symbol, is stored in:
 - Every Classroom
 - Nursery
 - Deputy Head Office
 - Canteen
 - Main Hall
 - Staffroom

First Aid kits are allocated to First Aiders for use throughout break and lunchtime periods.

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- First Aiders are responsible for checking their kits regularly and requesting stocks to be replenished. The Inclusion TA is responsible for checking and replenishing all other First Aid supplies. All First Aiders must take First Aid grab bags, PEEPs and individual pupils' medical provisions (class Medicines box) with them on any evacuation of the buildings (in the event of a fire, emergency, serious occurrence or fire drill).
- First Aid Travel kits and individual pupils' medical provisions must accompany groups of children on all educational school trips.
- Inhalers must be clearly named; they are kept in a Medicines box in the classroom. They should be taken to the swimming pool and outside if lessons are taking place elsewhere on the site. They must always be taken on school trips.
- Disposable (latex free) gloves are available in each class and teaching base and should be used whenever dealing with bodily fluids.
- Children should not be asked to care for an injured peer where there is a likelihood of contact with bodily fluids.

Emergency Arrangements

Upon being summoned in the event of an accident, the First Aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. A member of the Headship team must be informed in the event of all serious accidents/injuries.

Do not move the patient if there is any concern that there may be a serious injury. Only move the patient into the recovery position if there are respiratory difficulties. Ensure the area is clear of spectators and obvious hazards, keep the casualty warm and remain on the scene until assistance arrives.

Contacting Emergency Services

The First Aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a person becoming unconscious
- Whenever the First Aider is unsure of the severity of the injuries
- Whenever the First Aider is unsure of the correct treatment
- In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:
 - is considered to be a serious (or more than minor) injury
 - requires attendance at a hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that

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the qualified First Aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified First Aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

In the event of a head injury (bump on head) a standard letter will be sent home with the child, indicating the area and nature of the injury along with advice.

Records

All accidents to pupils requiring first aid treatment are to be recorded in the Pupil Accident Books (Deputy Head Office, Nursery and Reception) with the following information:

- Name of injured person
- Name of the qualified First Aider/staff member
- Date of the accident
- Type of accident (eg. bump on head etc)
- Location of accident
- Treatment provided and action taken

All accidents to staff and visitors requiring First aid treatment, and any accident to a pupil requiring further attention, are to be recorded in the Accident Book (Upper or Lower) and reported to HSE, if appropriate, under RIDDOR.

The Accident Books and Pupil Accident Books will be reviewed annually as part of the academy Health & Safety inspection and retained for three years.

Related policies: Health and Safety, Supporting Pupils with Medical Conditions

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Appendix 1

First Aider List

Teaching Assistants	Expires	Training Type
Carrington Crystal	Nov-18	Emergency First Aid Certificate
Coates Jo	Mar-19	Emergency First Aid Certificate
East Ann	Oct-17	Emergency First Aid Certificate
Entwistle Keena	Nov-18	Emergency First Aid Certificate
Galbraith Gaynor	Mar-19	Emergency First Aid Certificate
Georgiou Leigh	Mar-19	Emergency First Aid Certificate
Gleeson Jodie	Jan-18	Paediatric First Aid
Grant Heidi	Jan-18	Paediatric First Aid
Hamp Elizabeth	Mar-19	Emergency First Aid Certificate
Holton Carolyn	Mar-19	Emergency First Aid Certificate
Hughes Amanda (3 days)	Mar-19	First Aid at Work
Kennard Chloe	Nov-18	Emergency First Aid Certificate
Marsh Claire	Nov-18	Emergency First Aid Certificate
McDaid Charlotte	Nov-18	Emergency First Aid Certificate
McDaid Charlotte	Mar-20	Paediatric First Aid
Mills Kerry	Nov-18	Emergency First Aid Certificate
Paskell J	Jun-18	Emergency First Aid Certificate
Phelan Melynda (3 days)	Mar-19	First Aid at Work
Ramos Chloe	Mar-20	Paediatric First Aid
Saunders Sarah	Mar-19	Emergency First Aid Certificate
Smith Nicky	Jul-19	Emergency First Aid Certificate
Thain Jenny (3 days)	Mar-19	First Aid at Work
Turner Darrell	Nov-18	Emergency First Aid Certificate
Turner Darrell	Mar-20	Paediatric First Aid

Others:	Expires	Note
Scholes Mel (3 days)	Mar-19	First Aid at Work
Marsh Gavin (3 days)	Sep-19	First Aid at Work
Marsh Gavin	Mar-20	Paediatric First Aid
Marlow Lis (3 days)	Sep-19	First Aid at Work
Rowe Michelle (3 days)	Sep-19	First Aid at Work

MDS	Expires	Note
Dobbyn Louise	Jul-19	Emergency First Aid Certificate
Dollery Pat	Sep-17	Emergency First Aid Certificate
Lebaigue Lisa	Oct-17	Emergency First Aid Certificate
Martins Sarah	Feb-18	Emergency First Aid Certificate
Pottle Kerry	Sep-17	Emergency First Aid Certificate
Smith James	Nov-18	Emergency First Aid Certificate
Smith Pearl	Mar-19	Emergency First Aid Certificate
Tappenden Christina	Mar-19	Emergency First Aid Certificate