

BANTOCK PRIMARY SCHOOL

Policy Document for First Aid

Headteacher	H Sarai
Chair	
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First Aid Statement

Effective First Aid can save lives and prevent minor injuries becoming major ones.

Resources

- First aid boxes
- Accident books
- Accident Report Forms for Head bumps
- Head bump stickers & First Aid stickers
- First aiders
- Staff handbook

Duties of designated First Aiders

- Takes charge when someone is injured or becomes ill
- Looks after the first aid equipment
- Restocks first aid equipment
- Restocks first aid containers
- Summons ambulance or other professional medical help
- Reports any significant issues to the Medical Needs Officer

First Aiders– Miss Shuker and Mrs Collins

Pupils with specific needs will have a detailed Medical Care Plan that is monitored and updated by the first aiders in school. Their medicines are administered by trained staff and parents informed when medicine is due to expire.

First Aiders

All Lunchtime Assistants, Teaching Assistants, Senior Leaders and some teaching staff have First Aid qualifications.

See Health and Safety CPD Register

Accidents at lunchtime will be dealt with by a Lunchtime Supervisor. There are four small First Aid kits available with a small amount of basic equipment for minor injuries, and a book to record incidents in. This is monitored by the Medical Needs Officer. Any serious incidents will be reported to a member of the Senior Leadership Team immediately.

Management of First Aid

Treatment of cuts or abrasions: Protective (non-latex) single use disposable gloves must be worn and strict hand washing must be maintained. Soiled gloves and sterile dressings must be sealed in disposable bags. All open wounds must be covered with sterile gauze or dressings.

Spillages: All blood will be treated as potentially infected and appropriate standards and hygiene must be practised at all times. **See Spillages, Vomit and Urine guidance in the Medical Needs Policy**

Accident book: All accidents must be reported in school Accident book. The School accident book contains:


- Date and time
- Name and class
- Details and cause of the injury
- First aid given
- Name and signature of person dealing with incident

Head bumps: will be recorded in the Accident book. Serious head bumps must be reported to the Headteacher, First Aiders or Senior Leaders immediately. Parents must be spoken to by a teacher and receive a head bump letter, and children will be given a head bump sticker. **See Appendix 3**

Sickness: When a child is sick he/she must be identified to the class teacher before any action can be taken. A child that is stating they are unwell will be monitored by their class teacher, who will then assess whether they need any First Aid. If First Aid is needed or the child is unwell the class teacher should report it to the office who will then report it to the Head Teacher. The Head Teacher or Deputy Head will make the final decision on whether parents are to be contacted or whether the child is to be monitored in school. In the case of serious instances parents will always be contacted. If parents are not contacted they will be informed by the class teacher at the end of the day when a responsible adult collects the child. If parents are unobtainable the class teacher will speak to a responsible adult who collects the child at the end of the school day, ensuring the welfare of the child.

Broken Bone/Fracture Permission: Arrangements for children with broken or fractured bones will be made by the Medical Needs Officer and the form signed by parents/carers. **See Appendix 4**

First Aid boxes: these are kept in each classroom, Mini Bus, Kitchen area, available for school visits, Medical Hub and with lunchtime staff for use at lunchtime. The contents are monitored and restocked by First Aiders. **See Appendix 5** for a list of recommended contents.

Major injuries: the First Aider, Headteacher or Senior Leader will make the decision to call for an ambulance. The parents will be informed. If parents are not able to get to school in time then a member of staff will accompany the child to hospital. Each class has a warning sign that can be used in the event of an emergency.  The teacher in charge will send a child with the warning sign to the next nearest adult as a signal for immediate help.

Injuries to staff, visitors and contractors will be recorded in the accident book and held in the main office. The Health and Safety requirements will be followed.

- All staff, visitors or contractors suffering an accident will be recorded on an accident record form
- Pupils taken to a doctor or hospital are recorded in the accident book
- The Health and Safety Executive to be informed by telephone of serious accidents as identified on the 'Notifiable Major Injuries Chart'
- Governors to review accident book and accident record forms, identify trends, initiate control measures
- The appropriate form will be completed by the Health and Safety Manager

Medicines in school: reference to the Administering Medicines in School policy should be made. **See Appendix 2.** All documentation is stored in the school office. If children need medicines during the day, parents will need to complete an **M3 form** and medicines are to be taken to the office by an adult. The medicine will be clearly labelled, in date and administered by a doctor. Medication not prescribed by a doctor will not be administered. It is the responsibility of the parent to ensure medicines are kept in date.

Children needing Inhalers (with spacer) and Epi-pens will be kept in a lockable cabinet in their classroom. When a child administers their inhaler this is recorded by their teacher in their individual Asthma book.

All staff (including supply) will be made aware of the child's medical need and the information will be retained in individual class medical folders

Staff who have signed an agreement to administer medicine: Miss Shuker, Mrs Smith, Mrs Sarai, Mr Thomas, Mrs Sohi.

See also **The Medical Needs in School Policy** for further and more detailed guidance and forms.