

First Aid Policy



“A school without walls or ceilings.”

This policy is to be read in conjunction with the vision, values and distinct Christian character of the school. At the heart of our school is Jesus’ parable of the mustard seed where our principle values are explored:

Courage Kindness Respect Forgiveness Trust Hope.

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Record of reviews/amendments	March 2024
Written by:	Jo Sykes
Headteacher	Edward Powe
Chair of Governors	Jenny Smith
Date of next review	March 2027

Staverton CE VC Primary School

First Aid policy, March 2024

In devising this policy, the school is noting the model Health & Safety policy issued by Wiltshire Council local education authority. This lists First Aid procedures as part of the suit of school-based processes that must be in place. There is also a model First Aid policy which has been followed.

This is the guidance on the number of first aiders and of what level of qualification for a primary school, with up to 100 pupils or part thereof.

1 first aid at work qualified and 1 relief to provide cover for absences. Thereafter 1 additional first aid at work qualified for every 100 persons on site. **Plus** 1 qualified paediatric first aider and 1 relief to provide cover for absences where children under five years of age are present.

Appropriate numbers of additional first aider at work qualified should be established based on each school's specific needs and staffing arrangements to cover absences.

The staff with these qualifications at Staverton are: Claire Allen, Jo Sykes, Sarah Nevers, Leah Smith, Katie Hart, Emily Butterfield & Danielle Plumpton.

These are the requirements for First Aid defined by this policy:

First Aid provision is available throughout the school day. During letting times, first aid provision must be supplied by those hiring the premises.

No rooms will be let which contain medication.

First Aid Points - The main First Aid point is located in the First Aid room located in the disabled toilet.

It has a cupboard stocked to DFEE (original authority title) guidelines, an incident book, containing patient's name, date of injury, action taken and staff involved. There are changes of clothing; bedding; blankets; there is access to clean running water plus two bins, one marked for clinical waste.

Notices regarding information on who to contact and where to get first aid treatment are posted throughout the school.

"Bum bags" containing first aid materials are taken out by MDSAs and school staff during periods of outside activities for pupils, e.g. lunch time etc.

In the case of an incident

Parents/carers of pupils are notified of all injuries to their respective family members via an injury reporting slip or phone call (if head injury or more serious).

All first aid kits are checked and restocked weekly, by relevant staff member.

Any child/adult with a serious injury will be transported to the hospital by ambulance, parents or staff, as appropriate. When children are taken on school trips, a named person for first aid will be taken with the party.

After school

Named first aiders will be on call for any first aid required during after school clubs. There will be an agenda item for this at every staff meeting to ensure adequate first aid cover is available for these clubs.

Medication, also see the policy on the administration of medication

Children's inhalers and medicines are kept by the appropriate member of teaching staff in a standard clear medication box in teacher's cupboard, where appropriate. Epipens are to be stored in teacher's cupboard in a standard clear box.

A letter will be sent home at end of Term 2 and 4 to remind parents to check expiry dates on their child's medication. At end of term 6 the class teacher is to return the medication to the parent who is then responsible for supplying new class teacher with valid medication for use for the new school year. See Letter in Appendix E.

Some medicines are kept, if necessary, in the refrigerator in the staffroom. They are stored in a clearly identified container.

No medication is given to a child without the specific written consent of the parent/carer concerned. A logbook is kept of all medication administered by school staff.

Any pupil requiring special medical attention has an individual care plan outlining medical condition, medication requirement and action to be taken in the event of an emergency.

On trips

A first aid kit for travelling is stocked to DFEE (original authority title) guidelines and kept in the PPA room. This kit is taken on outdoor activities, e.g. field trips etc.

Appendix

Section 8 of the Wiltshire FIRST AID

- 8.1 The arrangements for first aid provision will be adequate to cope with all foreseeable incidents.
- 8.2 Supplies of first aid materials will be held in the disabled toilet. The materials will be checked regularly and replenished as necessary by a designated staff member. (Marianne Carpenter). Each staff member is responsible for refilling own 'bumbags' with following items: **x10 wipes, x10 plasters (variety of sizes), x3 pairs of gloves, first aid reporting slips and x1 pen**. Class teacher or teaching assistant are responsible for restocking large first aid bags (child and adult first aid bags)
- 8.3 Adequate and appropriate first aid provision by suitably trained staff will form part of the arrangements for all out of school activities. An agenda item will be added to each Staff Meeting to ensure trained first aiders are available for each club.
- 8.4 A record will be made for each occasion that any member of staff, pupil or other person(s) who receive first aid treatment. This will be for school-related activity either on or off the school premises. If a child has received first aid treatment an accident reporting slip will be completed and given to the child. This will also be recorded in the accident book (located in first aid cabinet) at a convenient time.
- 8.5 There will be designated first aiders at lunchtime and playtimes. All/most minor injuries can be dealt with on playground. Only serious/head injuries to be brought in to be seen by Designated First Aiders.
- 8.6 If a child (all ages) sustains a head injury then their parent/carer must be informed by immediate phone call. The child must receive their accident reporting slip also.
- 8.7 Accident reporting (external):

Employees: The Local Authority will be informed (via Wisenet) of all Employee injuries. Please see Jo Sykes to report your injury.

Pupils: The Local Authority will be informed (via Wisenet) of any type of accident in which a pupil or other member of the public is physically injured as result of: the condition or lay-out of the premises, the use of any equipment or materials, or the supervision or management of any situation. Jo Sykes or Katie Hart will report such accidents.

The Health and Safety Executive will also need to be informed of more serious injuries (any fracture, and amputation, dislocation, loss of sight, burns, electric shock, any injury requiring resuscitation,

leading to unconsciousness or admittance to hospital for more than 24 hrs) and/or death via phone on 0845 300 9923

More detailed instructions for such accident reporting will be found on Wisenet or in PPA room.