

# Wingrove Primary School



## First Aid — Policy and Guidance

### **Policy Statement**

The Governors and Head Teacher of Wingrove Primary School accept their responsibility under the Health and safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

We are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid at Wingrove will be in accordance with the Authority's guidance on First Aid in school.

Signed : *J Mullarkey*  
(Headteacher)

## **Statement of First Aid organisation**

The school's arrangements for carrying out the policy.

- Place individual duties on employees.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Provide information to employees on the arrangements for First Aid.

## **Arrangements for First Aid**

- Materials, equipment and facilities.
- The school will provide materials, equipment and facilities as set out in DfEE 'Guidance on First Aid for schools'.

The locations of First Aid Kits in school are;

- In the Medical Room
- On the shelf in down stairs corridor
- On the shelf in Early Years corridor
- In the Nursery kitchen
- In the PE cupboard
- In the Staff Room
- In the Community Room

There is also a defibrillator on site in the Medical Room and a number of staff have received training, although this is not statutory



All certificates are displayed in the Medical Room and staff receive regular refresher/update training as necessary.

The contents of the kits will be checked on a regular basis by a first aider

**Appointed persons for First Aid are;**

The following employees are fully trained First Aid Staff and they will receive update training every three years:

Sue Withycombe – Full First Aid at Work  
Laura Radu - Full First Aid at Work  
Emma Anastasi - Full First Aid at Work  
Anthony MacLeod – Full First Aid at Work  
John Rutter – Full First Aid at Work  
Annie Leadbitter – Full First Aid at Work

The following employees are fully trained in Forest School First Aid:

John Rutter – Forest School First Aid  
Anthony MacLeod – Forest School First Aid and Outdoor First Aid  
Olivia Bruce – Forest School First Aid

The following employees are trained in Paediatric First Aid:

Rucksana Parvez - Paediatric First Aid  
Gurvinder Kaur - Paediatric First Aid  
Sara Blashford - Paediatric First Aid  
Gill Rutter - Paediatric First Aid  
Salha Altaiebet – Paediatric First Aid  
Holly Savage - Paediatric First Aid  
Naheed Bashir - Paediatric First Aid  
Abi Eaton - Paediatric First Aid  
Charlotte Holland – Paediatric First Aid  
Anthony MacLeod – Paediatric First Aid  
Abi Walton – Paediatric First Aid  
Laura Whitelaw – Paediatric First Aid  
Maha Morad – Paediatric First Aid

The following employees are trained in Emergency First Aid:

Rehana Ahmad - Emergency First Aid  
Channon Matthias - Emergency First Aid  
Thahmina Begum – Emergency First Aid  
Andrea Robson – Emergency First Aid  
Lisa Wilkinson – Emergency First Aid  
Maxine Lowes – Emergency First Aid  
Sarah Walker – Emergency First Aid  
James Chilvers – Emergency First Aid  
Sarah Parveen – Emergency First Aid  
Nasreen Akhtar – Emergency First Aid  
Fatema Khanum – Emergency First Aid  
Sujitha Vittaladevini – Emergency First Aid

## **Off site activities.**

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epi-pens etc and their Care Plans  
A person who has been trained in first aid will accompany all off site visits.

## **Information on First Aid arrangements**

The Head Teacher/Pupil & Family Support Officer will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents
- The arrangements for First Aid
- Those employees with qualifications in First Aid
- The location of First Aid kits.

In addition, the Headteacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with First Aid qualifications.
- Location of First Aid boxes.

All members of staff will be made aware of the school's first aid policy.

## **Accident Reporting**

The Governing body will implement the LA's procedures.

A confidential up-to-date accident book located in the Medical Room will be kept of all injuries or illnesses experienced by children that require first aid.

Parents of all children who receive first aid, when considered necessary, will receive a completed form indicating the nature of the injury, any treatment given, and the name of the First Aider who provided first aid.

Any accident which may require medical attention will be recorded on the LA's Accident Report Forms.

For more serious injuries/illnesses, the parent/guardian must be contacted so that professional treatment may be organised.

## **Head Injury**

An injury to a child's head may start causing problems after a period of time. For this reason ANY child who has suffered any bump/injury to their head **MUST** receive an accident form with **Head Injury** clearly stated.

Parents are to be informed (by telephone call) of ALL head injuries as soon as possible after the incident.

Minor injuries such as cuts or grazes may be treated by a member of staff on duty, while more serious injuries, including those requiring parents to be notified or suspect treatment by a doctor or involve an injury to the head, require attention of first aid trained staff.

Any children with injuries involving blood must have the wound covered.

### **Transport to hospital**

- The First Aider will determine what is the reasonable and sensible action to be taken in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the First Aider will contact the parents for them to take over responsibility for the child.
- If the parents can not be contacted then a member of staff may transport the pupil to hospital.
- Only cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

### **Advice of when to call 999**

## **Life-threatening emergencies**

Call 999 in a medical emergency. This is when someone is seriously ill or injured and their life is at risk.

Medical emergencies can include:

- loss of consciousness
- an acute confused state
- fits that aren't stopping
- [chest pain](#)
- [breathing difficulties](#)
- severe bleeding that can't be stopped
- [severe allergic reactions](#)
- severe [burns or scalds](#)

Call 999 immediately if you or someone else is having a [heart attack](#) or [stroke](#). Every second counts with these conditions.

Also call 999 if you think someone has had a major trauma, such as after a serious road traffic accident, a stabbing, a shooting, a fall from height, or a serious [head injury](#).

## Non-life-threatening emergencies

If it's not a life-threatening emergency and you or the person you're with doesn't need immediate medical attention, please consider other options before dialling 999.

For example:

- self care at home
- calling [NHS 111](#)
- talking to a [pharmacist](#)
- visiting or calling your [GP](#)
- going to [your local NHS walk-in centre](#)
- going to [your local urgent care centre](#) or [your local minor injuries unit](#)
- making your own way to [your local A&E department](#) (arriving in an ambulance doesn't mean you'll be seen any quicker)

Choosing the best service for your needs will ensure the [ambulance service](#) is able to respond to the people who need help the most.