

Wingrove Primary School



First Aid — Policy and Guidance

Policy Statement

The Governors and Headteacher 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)

Date: September 2016
Reviewed : December 2018

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

The contents of the kits will be checked on a regular basis by Diane Dick.

Appointed persons for First Aid are;

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

Diane Dick – Full First Aid at Work
Lisa Jones - Full First Aid at Work
John Rutter – Full First Aid at Work
Katherine Sweet - Full First Aid at Work
Sam Maudling - Full First Aid at Work
Anthony McCleod – Full First Aid at Work

The following employees are trained in Paediatric First Aid:

Sharon Stead - Paediatric First Aid
Rucksana Parvez - Paediatric First Aid
Nargis Hussain - Paediatric First Aid
Gurvinder Kaur - Paediatric First Aid
Anne Leadbitter - Paediatric First Aid
Fiona Robson-Bain - Paediatric First Aid
Salha Altaiebet – Paediatric First Aid

The following employees are trained in Emergency First Aid:

Sam Rafiq – Emergency First Aid
Noreen Hussain – Emergency First Aid
Selma Mohammed – Emergency First Aid
Sheila Cliffe – Emergency First Aid
Sue Withycombe – Emergency First Aid
Rehana Ahmad - 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 Headteacher/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 a Head Injury form along with their accident form. Head Injury forms are kept with the accident books.

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.