

Broad Chalke CE VA Primary School

FIRST AID POLICY 2017

Mission Statement: With the love of God we learn, care, grow and share

First Aid procedures are in operation to ensure that pupils, members of staff and visitors will be well looked after in the event of an accident, no matter how minor or major. In the event of an accident all members of the school community should be aware of the support available and the procedures to follow.

The purpose of the Policy is therefore:

- To have regard to personal safety.
- To provide effective, safe First Aid for pupils, staff and visitors.
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health and Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

THE GOVERNING BODY will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.

THE HEADTEACHER will:

- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that First Aid kits are adequately stocked by allowing a designated person time to do this job and authorise the ordering of new resources.
- Ensure that in the event that an injury has caused a problem, the pupil must be referred to a First Aider for examination.
- At the start of each academic year, ensure that the School Business Manager provides teachers with a list of pupils with known medical needs.
- Ensure that an appropriate number of staff receive First Aid Training on a 3 year cycle.
- Ensure that the school has staff who are named as the First Aiders.
- Ensure that the school has staff trained in paediatric First Aid for the pupils in the Early Years Foundation Stage.

FIRST AIDERS will:

- Check that their qualification and training are kept up to date.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Support fellow First Aiders both at and after an incident.

- Act as a person who can be relied upon to help when the need arises.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital. Ensure that parents are aware of all head injuries, however minor through the use of a standard letter.
- Ensure that a child who is sent to hospital by ambulance is either accompanied in the ambulance at the request of paramedics OR followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the book provided in the Medical Incident Room. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a bag for contaminated/used items and sealed tightly before disposing of the bag. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
- Have regard to child protection and personal safety e.g. if examining a child for an injury in an intimate area, ask another adult to be in attendance.
- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.

TEACHERS will:

- Familiarise themselves with the First Aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Reassure but not treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures.
- Make sure a First Aid Kit is taken on school trips.

OFFICE STAFF will:

- Call for a qualified First Aider, to treat any injured pupil.
- Call for an ambulance or contact relatives in an emergency.
- Book staff onto First Aid courses.
- At the start of each academic year, provide the teachers with a list of pupils who are known to have a medical condition.

Ratified by FGB: June 2014

Reviewed: May 2017

Review Date: Summer 2020