



Woodfield Primary School

First Aid Policy

Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed:		
Date:		
Name:	Mrs L Porter	Mrs J A Charnley
Position:	Chair of Governing Body	Headteacher

Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every three years.

Document Control

There is one controlled paper copy of this document located in the Business Manager's Office.

The master electronic copy is held within a designated folder. The latest issue will be marked with the highest number, ie Issue 2 is later than Issue 1. Files in the process of being edited have the words 'In Progress' in the file name.

All other copies (electronic and paper) are uncontrolled.

Document History

Filename: First Aid Policy				
Issue	Description of Change	Author	Checked	Date
2.0	Reviewed and agreed by staff/ approved by governors.	KL	JAC	26/01/2012
3.0	Reviewed – no changes	KL		Mar 2014
4.0	Reviewed – January 2017	KL	AM	Jan 2017
	Review Date – January 2020			

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First Aid Policy

First Aid Boxes are situated in the drawer cupboards between the Main Office and the Staff Room, off the ground floor corridor.

Medical details of children and adults with special medical needs are available at the School Office and on display in the staff room, with specific medication kept in the Staff Room.

All accidents must be recorded on a Local Authority form, which are kept in the drawer cupboards between the School Office and the staff room, on the ground floor corridor, together with the accident/head injury forms and medical equipment.

Protective gloves must be worn on each occasion that you are treating an injury.

Important Notes

- Only prescribed medication may be administered with parents' written request/authorisation (Headteacher and/or Deputy Headteacher only).
- Cotton wool should not be used to clean wounds.
- Protective gloves should be worn for your own protection when treating injuries.
- Children must not wash/attend to other children's injuries.
- Plasters should be used unless there is a medical reason on file, eg allergy.
- Loose skin on cuts should be washed with clean water only (do not lift skin).
Accident to be reported to parents so that they can attend to the wound.
- Head injuries and/or serious injuries must be reported immediately to a qualified first aid member of staff, who will then contact parents.
- All accidents to be appropriately recorded and reported to parents.
- Recording of accidents to be carried out by member of staff in charge at the time of the accident.

Fully Qualified First Aiders:

Mrs K Lowe, Miss A Hendry, Mrs A Richards,
Mrs J Keeley, Mrs P Nelson.

Paediatric First Aiders:

Mrs P Brown, Miss B Killeen, Mrs C Barnes, Mrs H
Crook, Miss A Hendry, Mrs J Keeley, Miss A Moffitt,
Mrs P Nelson, Mrs A Richards, Mrs K Robertson and
Mrs C Walsh