

**Aston All Saints C of E Primary School**  
**First Aid Policy**

**Date: October 2017**

**Review date: 2018/19**

**INTRODUCTION**

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

**AIMS**

- To identify the first aid needs of the School.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

**OBJECTIVES**

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the School
- To provide relevant training every three years and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the LA where necessary [Health and Safety, Bailey House, Rotherham]

The Governors are responsible for the health and safety of their employees and anyone else on the premises. This includes the Head and teachers, support staff, pupils and visitors (including contractors).

They must ensure that a risk assessment of the School is undertaken and that the training and resources for first aid arrangements are appropriate and in place.

The Head is responsible for putting the policy into practice and for developing detailed procedures.

He/she should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils. All staff undertake Emergency Aid training every three years and the staff who work in the Foundation Class all undertake Paediatric First Aid Training. At least one member of staff will have up to date First Aid at Work certificate.

**First Aid materials**

- Stored in the cupboards and drawers in the disabled toilet in the office block. There are washing facilities in this area and always a stock of tissues, towels and antiseptic soap dispensers

- Stock is checked and ordered by the school secretary
- When classes go on an off site visit [including to sport events] they must take a first aid kit, this is also stored in the disabled toilet. If any of the first aid kit is used on a visit, it is the responsibility of the class teacher to report this to the secretary so that, if necessary, new stock can be ordered.

**When dealing with an accident or applying emergency aid staff should –**

- Follow basic hygiene procedures
- Use single-use disposable gloves when treatment involves blood or other body fluids
- Take care when disposing of dressings or equipment.

**Reporting an accident to parents-**

- All accidents, no matter how minor must be reported to parents.
  - Complete an accident slip from the book which is always kept in the disabled toilet area. [see attachment example]
  - Please remember to be specific – eg naming which part – which leg has been injured [eg lower left leg, right knee etc]
  - Always complete the section at the right hand side of the book so that a clear record of the accident remains in school as well.
  - If any doubt about the child’s health/well being after the accident, contact parents/carers immediately
  - If the child is taken to hospital by the parent, please ensure that a member of the leadership team knows so that an accident report is completed and sent to the LA.
  - If a child has an accident whilst on an off site visit please make sure that parents are aware of this on the return to school.

This policy will be reviewed annually and risk assessments and monitoring of the safety of the school building will also be carried out at least annually.

Signed .....[on behalf of governing body]

Date .....