



Pikes Lane Primary School

First Aid

Statement of Practice

LEADING SCHOOL | LEARNING SCHOOL | INCLUSIVE SCHOOL | HEALTHY SCHOOL | EXTENDED SCHOOL | REFLECTIVE SCHOOL

Policy Leader: L. Cousen & V. Wallace

**Linked Governor Sub Committee: Health & Well-Being, Safeguarding and
Community Sub Committee**

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Statement of Practice for First Aid in School

Rationale

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Training, Certification and Named First Aiders

School ensures that all First Aiders training and certifications are up to date.

Mrs S Warburton
Mrs Z Patel
Mrs C Lowe
Mrs C Ward
Miss L Wood
Mr G Higgins
Mrs F Karajada
Mrs R Chikol
Mrs S Jamal
Miss E Johnson

All EYFS staff have paediatric first aid certificates.

All SMSA's are trained in basic first aid.

Teachers and TA's have received basic first aid training.

The majority of staff have received training on how to use the defibrillator.

There is a poster of all named first aid staff around school.

Mrs Lowe and Mrs Warburton have received training on 'First Aid in the Workplace.'

Equipment

The main First Aid 'Box' is located in the kitchen near the office. There is another box located in 4AH for close proximity to KS2 play area and one in the cupboard outside Learning Mentor Room. A number of SMSA's carry an emergency first aid, carry bag for outside treatment of minor injuries.

Each class has a Box, identified by a white cross on a green background that contains children's personal health equipment such as inhalers or sun cream. This also contains basic first aid equipment and the accident / injury notes that are the classroom / teacher copy.

The box is also taken on any class outings and in P.E. lessons. A list of particular children's allergies or needs is kept inside the box too.

It is the responsibility of Mrs Warburton to make sure all the medical supplies are up to date and are adequately stocked.

The Defibrillator is located in main reception area outside the Kitchen Area, hung on the wall.

Identification of Injured Children

When there is an incident or accident that requires first aid treatment this will be assessed by the staff member who will assess the situation and follow the "Green" Procedure or the "Red" procedure.

Incidents will be dealt with by the class teacher or the class teaching assistant if they occur in lesson time and if required, a qualified first aider from the key stage will be called upon to treat the injury.

During lunch time, whilst all SMSA staff do have basic first aid training, two SMSA's are appointed to treat first aid if any injuries are brought to their attention for treatment. SMSA's who are on duty outside carry an emergency first aid waist bag for outside treatment of minor injuries.

If there is a head injury, staff must follow the 'Red' procedure in all cases until it is checked by a first aider who can assess the injury.

Recording

If there has been a minor incident or accident requiring basic first aid (such as a plaster, providing the child is not allergic) this does not need to be recorded.

Incidents that have required more attention are logged in the accident file and all details are recorded such as place of accident, date, treatment received, by whom and the time of the accident.

These are recorded in the duplication book. One copy remains in the file for the head teacher to refer to in the weekly Behaviour and Safety meetings, a second copy is given to the class teacher so that they are aware that the child has received first aid as a result of an injury and can continue to monitor the child. This copy is stored in the first aid box within the classroom. Office staff record all accidents from the book onto CPOMS, an electronic system for monitoring and record keeping purposes.

The final copy is sent home to parents. If the injury was to the head, this letter must be accompanied by a Pikes Lane head injury note which gives parents more information regarding symptoms to look out for. A head injury sticker is placed on the child so that all staff are aware.

In the event of **major incident or accident**, a qualified Emergency First Aider and a member of SLT should be sent for immediately. The "red" procedure should be implemented.

Following this, an official accident form must be filled in and logged at the office.

Children Who Are Ill and Need to Be Sent Home During the Day

Children who are ill during the day are only home at the discretion of their class teacher. If the child feels ill at lunchtime, SMSA staff will consult with class teacher before making a decision. If the child is really ill, the Lunch Time Managers will supervise the child until collection.

Trips & Visits

All trips are risk assessed by the lead teacher prior to the event. First Aid treatment, equipment and staffing is an essential consideration prior to such an event.

Please refer to the Educational trips and Visits Policy for further information.

Children with Medical conditions

There are children within school who have medical needs and require extra support. The children are identified by posters in strategic places around school and they have their own Individual Healthcare Plans that staff are aware of and have received appropriate training.

