



**FIRST AID POLICY**  
**FOR SCHOOLS WITHIN**  
**THE KEYS FEDERATION ACADEMY TRUST**

**St. Peter's C. of E. Primary School, Hindley**  
**Hindley Green Community Primary School**  
**St. John's C. of E. Primary School, Hindley Green**  
**St. John's C. of E. Primary School, Abram**



September 2018

## **THE KEYS FEDERATION ACADEMY TRUST**

### **FIRST AID POLICY**

This policy was reviewed during the Autumn Term 2018.

#### **First Aiders**

There is at least one qualified first aider at work in each school. The office staff, EYFS staff, all teaching assistants and lunchtime organisers have also been trained and are qualified in Paediatric First Aid. To support all staff we have a card system to request urgent help.

The Performance Management Cycle ensures that these qualifications are maintained and renewed as and when appropriate under Health and Safety Legislation.

In our schools, the main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school and, when necessary, ensure that an ambulance or other professional medical help is called.

#### **Facilities**

In St. Peter's there is a Medical Room on site, located near to the Key Stage 1 entrance. First Aid boxes are located throughout the building in the staff room and inside the KS1 & KS2 pupil's entrance.

In HGCP the disabled toilets near the KS1 and KS2 playground exits hold first aid equipment, with surplus stock kept in the Hygiene Suite. First Aid boxes are also located in KS1 and Upper KS2.

In St. John's, Hindley Green the First Aid equipment is kept on the corridor outside the Caretaker's Room.

In St. John's Abram, the First Aid equipment is kept near the exit to the KS1 playground and the KS2 playground exit. Spare stock is kept in a cupboard in the small kitchen used by PlayPals before and after school club.

It is the responsibility of the First Aider to obtain the necessary first aid equipment - children should not be sent unaccompanied to retrieve first aid items.

All contaminated waste must be placed in a plastic bag, sealed and placed in the relevant disposal bucket/bin.

The treatment notification forms for parents/carers are kept close to first aid boxes/equipment. There is an additional form to notify parents/carers in the event of head injuries.

The Trust's accident report forms are kept in the main offices. These forms should be completed by the person deemed responsible (on duty). All serious incidents should be recorded in this way for submission to the LA under H&S guidelines.

Staff incidents should also be reported using the correct form and submitted to the H&S Executive for consideration. There is also a general report book for all minor accidents and near-misses which is kept by the treatment notification forms for parents/carers. This also should include any near misses.

**Defibrillators** – all schools have a defibrillator on site and some staff members have been trained in its use. Training for staff is arranged regularly through Spirit of Purpose sessions. The defibrillators are easily accessible and contain full step by step instructions.

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### **Procedures**

As all support staff are qualified to treat Minor injuries, the procedure would be for referral to any member of staff, but preferable the member of staff on the first aid rota that day.

If accidents are of a more serious nature, they should be referred to one of the designated first-aiders at work. The accident will be dealt with as deemed appropriate.

Forms should be completed according to the policy statement and H&S regulations.

If the accident is of a more serious nature, i.e. needing medical attention, the parents/carers or emergency contact person will be informed immediately, and asked to take the child to hospital/walk in centre.

In a \*serious emergency, an ambulance will be called for first, and parents/carers then informed. If the parents/carers cannot reach school prior to an ambulance leaving school, a member of staff will accompany the child to hospital and remain with the child until the parent/carer arrives\*\*. This member of staff should be a qualified paediatric first aider.

\*The school considers serious injuries to be:-

- serious or perceived potentially serious head and back injuries
- heavy bleeding
- severe asthma attack and/or breathing difficulties
- suspected broken bones where to move the child could cause further injury.

\*\* If a child is taken to hospital without a parent/carer present, their records will be checked prior to leaving school for any medical information and the form will be taken with the adult accompanying them.

### **Severe Allergies/illnesses**

If Epi-pens/Diabetes medication are required within schools, these will be stored securely in a named container within the staff room or designated First Aid room. Staff will be trained to administer this medication and should this be necessary an ambulance will always be called. The medication forms completed by parents/carers indicate when these medications should be replaced and it is the responsibility of the parents/carers to ensure that this medication is replaced as appropriate.

When required, staff will receive epilepsy/diabetes training to enable them to effectively support children with these conditions.

See Supporting Children with Medical Condition Policy for further information.

This policy has been reviewed with due regard to the Equality Act 2010 during the Autumn Term 2018 and Directors are aware of its contents.

*S Bruton*  
CEO

