

First Aid Policy



Believe Enjoy Succeed Together
"I can do everything through God who gives me strength"
Philippians 4:13

Cronton CE Primary School

The KEYS Curriculum

Knowledge and skills
Empower
You to
Succeed

Keys To Success



Knowledge



Skills



Vocabulary

Introduction

At Cronton Church of England Primary School, first aid is an essential part of health and safety provision. This policy will follow the Health and Safety (First Aid) Regulations 1981, regarding the appropriate qualified personnel who would be responsible for the administration of first aid to pupils, employees, visitors and members of the public.

Who is responsible for first aid?

The governing body of Cronton CofE Primary is responsible under the Health and Safety at Work Act 1974 (HSWA) for making sure that the school has a health and safety policy that includes first aid and covers;

- The identification of first aiders and the appointed persons.
- The main duties of the first aider.
- The number of, and the locations of all first aid containers.
- Arrangements for off site activities and trips, including residential.
- First aid training.
- Record keeping.
- First aid procedures that include,
 - a) Accidents in the classroom
 - b) Accidents during lunchtime
 - c) Dealing with emergencies
 - d) Head injuries- serious and non serious

Appointed Persons and Qualified First Aid Staff

At Cronton C of E Primary School the appointed persons for first aid are, Mrs A Wilson. A list of all staff trained in first aid can be found next to the first aid boxes that are located throughout the school offices, nursery and kitchen. A central log of qualifications regarding first aid will be regularly reviewed by either Mrs Wilson or Mrs Clare and updated when necessary. A copy of this log will be displayed in the head teachers office, with copies held by Mrs Wilson and Mrs Clare along with copies of their certificates to ensure staff maintain their qualification. Any member of staff who wish to attend a first aid course or a refresher course must first speak to the head teacher.

Staff trained in First Aid at Work are;

- Mrs A Wilson
- Mrs S Buckley

Staff trained in Paediatric First Aid are;

- Mrs A Wilson
- Mrs S Buckley
- Miss S Wilson
- Mrs L King
- Mrs A Durr
- Miss M Unsworth
- Mrs C Gillies
- Mrs D Bodell

The Main Duties of a First Aider

- First aiders must complete a training course approved by the Health and Safety Executive (HSE) and ensure that refresher courses are completed prior to the date on their certificate.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school and to prevent any condition from worsening.
- When necessary, ensure that an ambulance or other professional medical help is called.
- The head teacher is informed of all serious injuries to any child, staff member or visitor to the school.

- Parents are immediately informed of any serious injury to their child.
- The appropriate accident forms are completed and sent home with the child on the day of the accident.
- All first aid equipment used is cleared away after treating the injured person and all rubbish disposed of accordingly.
- If dealing with any serious accident/illness, an appropriate investigation is carried out by the Head Teacher or a member of the senior management team.

Locations of First Aid Containers

First aid boxes are kept in a number of locations throughout the school. The nursery has its own first aid box that is kept in a secure cupboard that is clearly marked with a first aid sign. The infant area has a first aid box that is centrally placed on the wall by the sink and a first aid box can also be found outside years 3 and 4 in the corridor area. A first aid box for staff can be located in the school office.

Additional first aid equipment can be found in the first aid cupboard outside the business Manager's office to refill the boxes when necessary. All first aid boxes will be checked and refilled by a first aider every Friday. A lock box for controlled medication can be located secured to the wall outside the office of the school administrator.

Arrangements for offsite activities, trips and residential.

When a class is taking part in a school trip they will be accompanied by at least 1 trained first aider who is aware of the risk assessment undertaken by the class teacher. The first aider will then take the necessary first aid equipment required along with any medication that may be needed for the duration of the trip. Should any accidents occur during the trip, the first aider will complete an accident form and notify school who will inform the child's parent as soon as possible.

Medications on Trips/Residential

Should any child need to take medication during a trip, the class teacher or first aider will ensure that the correct medication forms have been completed and the medication is administered at the correct time. All medicines must remain in the possession of the class teacher or first aider with the exception of asthma inhalers. Depending on the age of the child in question, an asthma inhaler may stay in a child's possession during the night. Any decision to allow a child to keep their inhalers overnight will be at the class teacher's discretion and with parental agreement.

Serious Accidents on Residential/Trips

When accompanying children on a residential or trip, a first aider will deal with any incidents that may arise. This will include ensuring that the injured child/adult is treated appropriately to prevent any condition from worsening and that the head teacher and the child's parents are informed of the relevant details as soon as possible.

If a child requires further medical treatment, the first aider will accompany the child to the nearest A&E unit and remain with the child whilst they receive treatment. Should any child need admitting into hospital, the staff member will stay with the child until their parents arrive.

First Aid Training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Staff at Cronton C of E will be trained in both first aid at work and paediatric first aid. First aid certificates are valid for three years and all staff trained in first aid will attend a refresher course at the end of the three years in order to update their skills.

Record Keeping

Following an accident involving a child, adult or visitor to the school, the first aider involved with dealing with the incident will ensure that the appropriate accident form is completed. Accident forms can be located alongside the first aid boxes and when the form has been completed a copy of the accident record must be sent home with the child at the end of the day. The class teacher must be informed of any injury that involves a child in their class. The head teacher must be informed of any serious injury that occurs on the school premises or whilst on a school trip.

First Aid Procedures

Accidents in the classroom

Should an accident occur in the classroom, the teaching assistant will deal with the incident. *If the teaching assistant is not present in the classroom at this time, the class teacher can send the red card to another teaching assistant with a first aid qualification, indicating that support is needed in the classroom.*

Accidents on the playground

The teaching assistant on duty will deal with any accidents that occur in the playground. During lunchtime, the welfare assistants may deal with any accidents, or they can call upon the support of any trained first aider in school should they feel the severity of the child's injury requires further treatment.

Dealing with Emergencies

In an emergency, a trained first aider will attend to the casualty and assess the situation. Should an ambulance be required, the school administrator will then follow the procedure of dialling 999 and pass on the relevant information. This will be followed by a phone call to the parents/next of kin of the injured person.

Should a child require non-urgent hospital treatment, the child's parents will be informed of this immediately. If the child's parents are unable to be contacted or may take a prolonged time getting to the school, then a member of the school staff will act in loco parentis and take the child to hospital. Should this situation arise, the school will keep the parents informed concerning the child's condition and the hospital they are being taken to.

Should any child need the administration of emergency medication, the first aider will assess and deal with the situation accordingly and if hospital treatment is necessary, follow the above procedure for dialling 999 and contacting the child's parents. Any person contacting the emergency services must have the child's P9 and Data Collection form along with ALL relevant information regarding the reason for needing further medical treatment to hand. This also includes any medical history that may be relevant and will ensure that the fastest and most appropriate help arrives as quickly as possible.

Dealing with Head Injuries

Should any child have a bump to the head, the first aider will treat the child according to the severity of the injury. The first aider will then ensure that the child's parents are informed either through verbal or written communication. This may include a phone call, a bumped head note (green letter) or speaking to parents personally at home time. The first aider treating the child must also ensure that the class teacher has been informed of the head injury and careful observation of the child is continued throughout their remaining time in school.

Hygiene Control

All staff should take precautions to avoid infection by ensuring that they wear gloves when treating an injured child/adult or cleaning a child who has wet/soiled themselves. Disposable gloves can be found next to all first aid boxes. All bodily fluids and dressings should be disposed of using the yellow bags and the site manager must be informed of any areas that may need a deep clean.

Treatment of Medical Conditions

Guidance on the treatment of any child in need of medication within school can be found in the schools administration of medicines policy.

Children who have any allergy condition, have their photograph displayed in the school staff room and kitchen and a list of all medical conditions affecting any child at Cronton can be found in each classroom.