

# First Aid Policy

## General Statement

Birklands Primary school is committed to providing emergency first aid cover to deal with accidents, which occur to employees, children and all categories of visitors.

To achieve this the school will:

- Have a minimum of one suitably stocked first aid box in each key stage area.
- At least one appointed person to take charge of first aid arrangements.
- Provide information to employees, children and parents on the arrangements for first aid.
- Have a procedure for managing accidents.
- Review the arrangements for first aid annually.

## First Aid Boxes

All 'First Aid Boxes' in the school will conform to the Health and Safety Executives (HSE) minimum provision and are located in: -

- In each main corridor

## Appointed Persons

The following person(s) are responsible for ensuring that first aid boxes are correctly stocked:

Mrs M Allen and Miss J Heald

## Information

1. All staff are aware of the location of the First Aid Boxes
2. Children will be told what to do if there is an accident
3. The school's First Aid Policy will be available on line and a paper copy will be available from the office

## Accidents

In the event of a pupil having an accident involving an injury or suspected injury during a session time the following procedure will be followed:-

1. Teacher/First Aider in class to deal with injured child.
2. If further assistance needed send helping hand to office and they will organise further first aiders to assist.

If the accident occurs during breaks or lunchtime, the following procedure will be followed:-

1. Small grazes etc will be dealt with on the playground.
2. More serious grazes and head bumps to be dealt with by first aider.
3. This person will decide on further action needed.

## Accident Reporting

All accidents will be recorded and reported according via a first aid specific tear out slip and parents are informed.

The slips include:

- The date, time and place of the incident.
- The name (and class) of the injured person.
- Details of injury and what first aid treatment was given.
- Name and signature of the person or first aider dealing with the incident.

Book to be kept in large first aid bag and first aid slips to be copied for child and school office.

## First Aid Training

The school will maintain an up-to-date list of those employees who have undergone emergency first aid training. There are currently ten members of staff with Emergency First Aid qualification ITC level 2, and 1 with Paediatric First Aid training which more than meets the suggested requirements of the HSC First Aid at Work Approved Code of Practice and Guidance. Every employee will be given the opportunity to volunteer for an emergency first aid training course.

## School Visits and Journeys away from school

Before undertaking any off-site activities, the Educational Visits Coordinator (Mr N Copestake) will assess what level of first aid provision is needed. Where appropriate a portable first aid kit will be carried. All visits and journeys away from school will be risk assessed by the schools Educational Visits Coordinator.

## Documentation

All staff will receive a copy of this policy and be made aware of the Authority's document: Guidance on First Aid for Schools. Copies of the Guidance will be given to individual staff upon request.

## APPENDIX ~ STAFF INFORMATION

### LOCATION OF FIRST AID BOXES

#### First Aid Boxes

First aid boxes in the school conform to the Health and safety Executives (HSE) minimum provision and are located in the:-

- Kits in each corridor
- Bum Bags to be taken outside with staff during break times, dinner times and outdoor activities.

#### Arrangements for First Aid during Playtimes and Outdoor activities

1. Teaching Assistant/ Lunchtime Supervisor on duty carry first aid bum bags (contain wipes rubber gloves etc.) Minor grazes i.e. just dirty can be dealt with on the playground.
2. Procedure to be followed if injury is more serious:
  - a. an adult assesses child's injury
  - b. child is taken/sent to first aider in main school building
  - b. If the injury is more serious, the child is not moved and the first aider is sent for to attend at the scene.
3. All injuries that are dealt with must be written and completed on a first aid slip, a carbon copy is retained for school records and the top copy is given to the child's parents.
4. Sport – Person in charge to ensure that a fully stocked First Aid box is taken to all activities.
5. Trips – All visits must be arranged after undertaking a risk assessment and advice on adequate first aid personnel. Trip leader to ensure that all pupils' medication is taken with them.

#### Nut Allergy

If a child in school has a Nut allergy the following procedure will be followed. Parents are requested at regular intervals via the school newsletter, to be aware of the contents and consequences of sending food into school that contains nut or nut products. All children have symptoms of a different nature, details of which can be found in their individual care plan.

In the event of a child suffering an allergic reaction, a first aider should be sent for immediately. School staff have received EpiPen training.

First Aiders in School

**Main First Aiders**

Mrs M Allen                      Emergency First Aid

valid from 22.02.16 expires 21.02.19

Miss J Heald                      Paediatric First Aid

valid from 11.10.14 expires 10.04.17

**Staff with Emergency First Aid Qualification ITC Level 2**

<u>NAME</u>	<u>DATE OF COURSE</u>	<u>EXPIRY</u>
Gemma Nelson	23.02.15	23.02.18
Holly Cox	23.02.15	23.02.18
Kate Pawlitta	23.02.15	23.02.18
Pat Hague	23.02.15	23.02.18
Wendy Smith	23.02.15	23.02.18
Beverley Cox	23.02.15	23.02.18
Theresa Coverley	23.02.15	23.02.18
Helen Cogan	23.02.15	23.02.18
Michelle Lean	23.02.15	23.02.18

This policy has been updated on 10.03.16

Signed (Head Teacher)\_\_\_\_\_Date.\_\_\_\_\_

Signed (Chair of Governors)\_\_\_\_\_Date.\_\_\_\_\_

<b>FIRST AID POLICY</b>	
<b>Date adopted: 17<sup>th</sup> March 2016.</b>	<b>Version: 3.0</b>
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<b>Author/Owner:</b>	<b>Full Governing Body: Reviewed by – School Improvement Committee.</b>