

Approved by Date



First Aid Policy

Statement of Intent

This school is conscious of its obligations under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Skills, the Education Service Advisory Committee and the Local Education Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, pupils and visitors. As a result, this Statement has been drawn up to give details of the first aid arrangements which have been made in the school.

Principles and Practice of First Aid

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

Trained and Qualified First Aiders

- Trained and qualified First Aiders are those members of staff who have attended a course of training on First Aid (i.e. First Aid at Work or a refresher course) and have a valid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981. A list of First Aiders can be found on the door of the First Aid cupboard in the Staff Room.
- The First Aid certificate is valid for three years and has to be updated by means of a refresher course.

The duties of the trained and qualified first aiders are:

- To assess the situation where there is an injured or ill person
- To give immediate appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention. Two First Aiders will usually assess any injury that requires treatment.
- To arrange without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. An ambulance should be called for any serious injury or if a child loses consciousness for any reason. The First Aiders responsibility ends when the casualty is handed to the care of the doctor, nurse or other appropriate

person. The First Aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.

- Completing the Accident Report Folder

Where a child or young person has an identified need

- All staff will be made aware of the need/ care plan if one is in place.
- A photograph of the child/young person with their need will be placed in the first cupboard in the staffroom and in the child's classroom.
- Epi-pen training, if necessary, will be provided for sufficient staff to keep the child safe. An epi-pen trained member of staff will accompany the child on all school trip.

Where a child or young person requires a serious level of care, including hospital:

- Phone for an ambulance (111 or 999)
- The parents/carers would be informed immediately
- If the parent/carer is not available, the nominated emergency contact for the child should be informed.
- Where necessary a member of staff will accompany the child or young person until such time as a parent/carer arrives.
- The staff member should provide any vital information about the injury/illness and the child's medical background to pass on to the nurse/doctor.

First Aid Boxes, Travelling First Aid Kits and other supplementary equipment

The location of First Aid boxes, travelling First Aid kits and other supplementary equipment are as follows:

- First Aid boxes – in each classroom, the staff room and a mobile playground box (taken out daily by the Playground Supervisor).
- First Aid kits for off site visits are available in the staff room.

School Visits

The First Aid requirements and procedures for calling for help or skilled assistance in the event of an accident or other emergency will be laid down when school visits are being planned. Travelling First Aid kits will be provided for all school visits and are available from the staff room. First Aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits. Any trip involving a child who carries an Epi-pen must be accompanied by a member of staff trained in administering an Epi-pen.

Contact with the Ambulance Service

If an ambulance is required:

- Dial 999 or the emergency number 111
- Tell the operator that you want the Ambulance Service
- Give the telephone number shown on the phone

- Wait for the Ambulance Service to answer
- Give the address where help is needed
- Give any other necessary information

The nearest hospital

The nearest hospital to the school is Abingdon Minor Injuries Unit, telephone 01235 205700.

Recording and Reporting Procedures

- All injuries are recorded in the green record folders (one kept in the Staff room and one Mobile First Aid Box taken out on the playground at break times).
- Letters are sent out to parents/carers for any minor injury that might need monitoring. Parents are usually informed personally at the end of the day.
- When children need professional medical assistance of non-urgent nature (stings, sprains or minor cuts) parents are contacted.
- In an emergency an ambulance is called first and then parents are contacted
- For any injury in which treatment is needed by Accident/Emergency Services a RIDDOR report is required. This is completed by the Office Manager in consultation with the First Aiders who attended the casualty.