

GOOSEWELL SCHOOL POLICY AND PROCEDURES

First Aid Policy

General Statement

Goosewell 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 on each site 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:-

- Each classroom
- Playtime/lunchtime boxes in the Foundation Stage, the Medical Room and Y5&6 playground if outdoor lunchtime play on the field.
- Staffroom
- Main Reception area
- Library
- Medical Room

First Aid buckets (containing equipment and instructions for cleaning up sick)

- Medical Room
- Foundation Stage
- KS1 shared area
- Y5&6 disabled toilet

Appointed Persons: Senior First Aiders

In school, the following members of staff are trained to oversee first aid and are responsible for ensuring that first aid boxes are correctly stocked according to the Authority's advice:-

They are First Aid at Work or Paediatric First Aid qualified:

Tracy Maitland, Mandy Lethbridge, Laura Phillips, Sam Piper, Debbie Brooks, Eva Hanlon, Sharon Fooks, Sharon Jarvis, Marie Crocker, Maggie Seymour and Liz Dennis.

Information

1. A notice will be placed in each room of the school stating the location of the nearest first aid box and the names of the person trained in emergency first aid.
2. Children will be told what to do if there is an accident.
3. Details of the school's arrangements for first aid will be included in the prospectus.

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:-

- Send adult/suitable child to/for named first aider
- Ensure safety of injured child/and other children
- Do not take action until first aider arrives
- Record any accident you treat.
- Record date, time, place of incident, child's name, class, what happened, treatment given, name and signature of person making record.
- If dealing with blood or body fluid wear gloves to protect self and child.
- If applying plasters, use antiseptic wipes to clean and check with child that they can have plasters in case of allergy.

Accident Reporting

All accidents will be recorded and reported according to the Authority's guidelines, on the First Aid and Accidents report pad which includes:-

- 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.
- What happened to the person immediately afterwards.
- Name and signature of the person or first aider dealing with the incident.

Procedures if a child sustains an injury to the head or other serious injury:

- A first aider **MUST** see the child
- To record the accident in the accident book
- To complete a head/injury form (ensuring teacher and parent are notified).
- Head/injury forms should be handed to their teachers making them aware of child involved.
- If an ice pack is needed these are held in the fridge in Medical Room, Foundation Stage and in KS1.
- If a child has serious injury and/or is sent home/sent to hospital due to an injury, a green accident report form (AF1 LL2), available from the office, must be filled in, in addition to recording the accident in the first aid book.

First Aid Training

The school will maintain an up-to-date list of those employees who have undergone emergency first aid training. All staff present at school in May every three years since 2010 are qualified first aiders in school, including two paediatric trained first aiders 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 Headteacher will assess what level of first aid provision is needed. Where appropriate a portable first aid kit will be carried, the contents of which will conform to the Authority's guidance. All visits and journeys away from school will be risk assessed by the Headteacher.

Documentation

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

First Aid Accommodation

The Medical Room has been designed as suitable room for administering first aid. However, first aid facilities are available in the Foundation and Key Stage 1 areas for first aid provision.

School trips

When taking first aid for school trips, kits are available in the medical room and also a trip bucket. Please check these have all the items needed in them before leaving. If you are not sure check with a Senior First Aider. Any equipment borrowed must be signed out in the book provided.

PLEASE RETURN ALL FIRST AID EQUIPMENT TO WHERE IT BELONGS

REPORT ANY SHORTAGES TO A SENIOR FIRST AIDER

FIRST AID STOCKS ARE KEPT IN THE MEDICAL ROOM

Administering medicines

Medicines can only be given if an Administration of Medicines form (AMEE 2) has been completed by parents and only then if the medicine has been prescribed by a physician or occasionally a pharmacist. When giving medicines details must be entered on the pink form (AMEE 4).

Medical Registers

The teachers hold updated copies and are kept securely in classrooms. Staff are able to access information about children with special medical needs. There are photographs of these children with details of their medical condition and information on dealing with this. This information is kept by their class teacher in the top drawer of their desk.

Arrangements for First Aid during Playtimes and Outdoor activities

1. Member of staff on duty with responsibility for first aid will administer treatment.
2. Procedure to be followed if injury is serious:
 - a. An adult or responsible child is sent to bring the First Aider
 - b. If the injury is more serious, do not move the child and send for the first aider to attend the scene.
3. All injuries must be recorded in accordance with the procedures for reporting accidents.
4. Lunchtimes – injuries to be dealt with by Mealtime Assistants. Minor injuries ie requiring mediwipe or plaster may be treated by any member of staff but if the injury is more serious, the child must not be moved and a first aider sent for. All injuries must be recorded in accordance with the procedures for reporting accidents.
5. Sport sessions – Person in charge to ensure that a fully stocked First Aid box is taken to all activities.
6. Off Site Visits – All visits must be arranged through a trip leader who will undertake a risk assessment and advice on adequate first aid personnel. Trip leader to ensure that all pupils' medication is taken with them.

Nut Allergy

There are several children in school with a serious allergy to nuts. All have care plans which are available from Mrs A Hampshire, SENCO. Staff receive Epipen training annually when needed.

Parents are requested at regular intervals via the weekly 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 but Epipen trained staff dealing with this child should take immediate action if though necessary.

This policy has been updated in May 2015

Next review May 2016

Signed (Head Teacher) _____

Signed (Chair of Governors) _____

[We are currently reviewing our First Aid Policy. This current policy continues to be followed by all staff until further notice.](#)