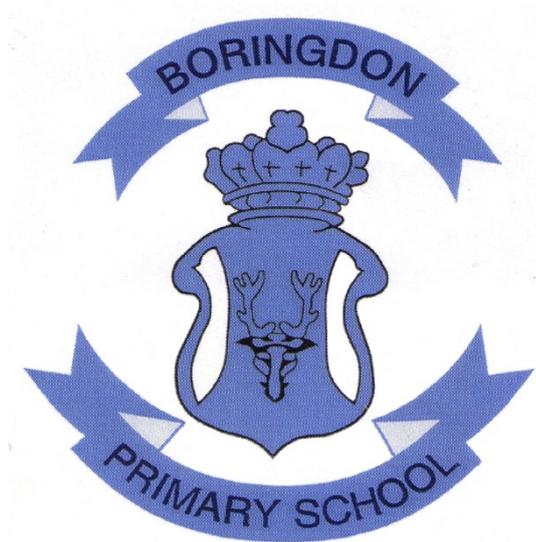


BORINGDON PRIMARY SCHOOL

First Aid Policy



This Policy was adopted and ratified by the Governing Body of Boringdon Primary School at the meeting held on 28th June 2018

Signed **Dated**.....

Chair

Signed **Dated**.....

Headteacher

BORINGDON PRIMARY SCHOOL

FIRST AID POLICY

‘First aid can save lives and prevent minor injuries becoming major ones.....teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.’

DFEE Guidance on First Aid for schools p. 4 2008

PURPOSE

To ensure that children, staff and visitors to the school receive appropriate first aid care in the event of an accident or emergency. To ensure that clear procedures are in place for the safe storage of first aid equipment, administration of first aid to casualties and recording of incidents in accordance with health and safety guidelines.

PROVISION OF FIRST AID PERSONNEL

Appointed persons: An appointed person is someone who takes charge when someone becomes ill, suffers a minor injury, looks after first aid equipment e.g. restocking after use, or who ensures that an ambulance is called when appropriate. All members of staff are appointed persons but not necessarily first aiders. Members of staff should not give first aid treatment for which they have not been trained.

All teachers and some TA's are trained in Emergency first aid. Emergency first aid training meets the requirements of the Health and Safety (First Aid) Regulations 1981, and equips staff to cope with an emergency and provides them with competence and confidence for emergency situations.

During the school day, many children suffer minor bumps and scrapes in the course of their play in the playground or through other activities. It is normal practice for these to be dealt with by an appointed person in the ‘first aid area’ at morning play and lunch time; and by the teacher or teaching assistant during lesson time. However, more major injuries need to be immediately referred to a designated school first aider for assessment and care.

School First Aiders: Personnel who have attended the 4 day HSE First Aid in the workplace course will be known as the school's designated first aiders. Their names and pictures will be displayed around the school to inform any school user of their role. They will attend ‘refresher’ courses to keep their qualification up to date and valid every 3 years. In addition, some staff in Foundation will attend the paediatric first aid course to meet the OFSTED requirements for Early Years.

Children with specific medical needs are highlighted on the medical board in the staff room and in a folder in the First Aid cupboard. All school staff should be aware of these children and summon help from a first aider in the event of an emergency.

During off site activities the staff accompanying the children will act as appointed persons and carry a basic first aid kit. They will also carry a mobile phone to use in an emergency and know the postcode of their location to pass to emergency services in the event of needing to summon help. This will also be included on the risk assessment passed to the Educational Visits Coordinator prior to the trip. If a major medical emergency or accident occurs on a school trip, the school must be informed as soon as possible and the situation managed so that the safety of the group is not compromised. Children who are known to have potential first aid emergency needs should be identified on the risk assessment with a plan in place to accommodate their needs in the event of an emergency.

PROVISION OF FIRST AID EQUIPMENT

First Aid equipment is located in a green box with a white cross in the cupboard opposite the office; in the 'first aid area' in the 'Little Lodge' on the Key Stage 2 playground. A minimal first aid kit is in each green box in every classroom. It is the responsibility of whoever uses equipment to replace it at a convenient time after the needs of the casualty have been met. If items are missing Mrs Bray or Mrs Butterworth must be informed.

It is essential that all staff should take precautions to prevent infection and must follow basic hygiene procedures. Single use hypo-allergenic gloves should always be used when dealing with any casualty, hands must be washed and care needs to be taken when dealing with body fluids or blood, and when disposing of dressings or other equipment.

ASPIRIN RISK ASSESSMENT

In line with the guidance from the HSE a risk assessment for the use of Aspirin in the event of an adult in the workplace having a heart attack is necessary by virtue of the age of many staff members. Aspirin 300mg will be kept in the central office cupboard. In the event of a staff member or visitor to the school having a suspected heart attack, a First Aider will put them into the 'Lazy W' position and ask them whether they would like to take an aspirin tablet. If the response is 'Yes' an aspirin tablet will be offered to chew slowly whilst an ambulance is summoned. This will be recorded and the information passed to the emergency services.

RECORDING AND REPORTING ACCIDENTS

Minor bumps and scrapes will be reported to parents by the child or class teacher at the discretion of the staff involved. In the event of a child having a significant injury the class teacher or school first aider will inform the parents. This may be by a face to face conversation, phone call or first aid letter home. Significant incidents such as these will be recorded in the first aid log with the date, time, nature of injury, first aid given and what happened to the person immediately afterwards e.g. went back to class/ went home etc. Records must be signed and will be kept for 21 years.

VC Sept 2018