



Heathfield Primary School

FIRST AID POLICY

***Our Mission Statement:
Learning together, Learning for Life***

Chair of Governors	Zulfi Jiva
Headteacher	Mark Thornley
Policy written by	Corinne Wilkinson
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Committee Responsible	Finance and Resources

INTRODUCTION

Our aim is to make all members of staff, both teaching and non-teaching, aware of our First Aid Policy. In this way, adults and children requiring treatment will be dealt with sensitively and competently. All incidents, whether major or minor, will be dealt with safely and efficiently, following H.S.E. guidelines.

ROLES AND RESPONSIBILITIES

All teaching assistants and lunch time supervisors will receive Pediatric First Aid training every three years and be responsible for ensuring all staff understand the policy on First Aid. The co-ordinator (Mrs. Philbrock) will also be responsible for the re-ordering of first aid stock items and the re-stocking of all first aid boxes on the premises.

Books in which to record day to day accidents are provided, and situated in each of the three main wings of the school. The first aid co-ordinator must report accidents requiring additional treatment, using an Authority Accident Form, which is then sent to the central office.

GUIDELINES

- First aid boxes are situated in the cupboards near the office and the library area, in the EYFS cabin and First Steps room and also in the Site officer room. These will be continually restocked from supplies kept in the stock cupboard adjacent to the main office.
- A small travel first aid box, stored in the cupboard near the office, is available for staff to take on school outings, sports matches etc.
- Ice packs to be used to reduce the swellings of injuries are stored in first aid fridges.
- Details of injuries, from major to minor, should be entered in the accident books located in each Resource Area.
- All accidents requiring additional treatment outside school (i.e. hospital, doctor) must be reported using an Authority Accident Form completed by the First Aid Co-ordinator the person to whom the accident is reported, and sent to the Central Office.
- Members of staff who injure themselves on the premises must seek appropriate treatment and inform the Headteacher and First Aid Co-ordinator. Details must be entered in the accident book and an accident form completed if necessary.
- Children who injure themselves on the premises must tell a member of staff, who records these incidents on first aid forms.
- More serious accidents involving children must be reported to the First Aid Co-ordinator and either treated by them or another member of staff. The Headteacher/Deputy Headteacher must be informed. These will be reported on CPOMS
- If the injury or illness happens in lesson time, the first aider (all teaching assistants) should be informed and may need to be released from class, in order to deal with the situation. If at break/lunch time the lunch time supervisory staff will be able to deal with any incident.
- For suspected serious injury, a child may be sent to alert a second first aider. The injured child should not be left alone, not moved and the playground must not be left un-supervised.
- Protective gloves are provided for all injuries involving bleeding and a disposal bag should be used to dispose of all clinical waste.
- Injuries should be treated with running cold water only, but where this is unavailable, individually wrapped moist cleansing wipes may be used. Dressings should be applied where there is bleeding.
- All bumped heads must be reported to the First Aid Co-ordinator and the class teacher. Children who have bumped heads must be supervised and must take home a 'bumped head letter', available from the main office. If a child's condition worsens during school time, parents must be contacted and, if necessary, the child removed to hospital.
- A medical register exists which lists medical conditions and allergies of all children in school, and emergency contact numbers to be used in case of illness or accident.
- The school has a separate policy for the administration of medicines in school. This should be adhered to at all times.

By using a structured policy for dealing with injuries, whether major or minor, we can effectively deal with all situations, either in school, or by quickly contacting emergency services if these are deemed necessary.

This policy is reviewed annually.