

# Thurlaston CE (Aided) Primary School



## First Aid Policy

May 2014

Signed .....

## **First Aid Policy**

As a church school we believe that it is important that all our school community is looked after and cared for appropriately in line with our vision of

### *Teaching and Living the Christian Way of Life.*

#### **Background**

There are legal requirements under Health and Safety legislation to have a member of staff (or more) to take on the role of Appointed Person for first aid. We are not required by law to have a full first aider because of the number of staff employed. We believe that we need better provision than this for both staff and pupils.

There is also a requirement that pupils in the foundation stage have member of staff trained with a paediatric first aid qualification.

#### **Staff with responsibilities**

We have at least one person with a Full First Aid at work certificate. This is kept up to date and the course is paid for by the school. Should others wish to be trained the school will put aside relevant funds for them to be trained. Support Staff are encouraged to be trained.

We also have at least one person with a paediatric first aid qualification.

Those who teach swimming have a Leicestershire Life-saving Proficiency Test which includes training in resuscitation.

See appendix for named staff.

#### **Practice**

All staff can voluntarily administer first aid to minor cuts, bumps and bruises. They should always seek advice from the qualified first aider in cases of uncertainty.

Pupils will generally need comfort, reassurance and may require a cold compress, cleaning or a plaster.

Parents will be informed by a standard letter of all bumps to the head. Parents may also be informed of other injuries by letter or verbally dependant upon the severity.

Should the first aider believe further medical treatment is needed either the parent will be telephoned to ask them to take the child or an ambulance will be called in an emergency. In this case parents will be contacted as soon as possible and either meet the child at school or hospital as necessary. The child will be accompanied to hospital by either a member of staff or the parent.

Children who feel unwell during the school day may be sent home. Staff will observe children who state they feel unwell and parents will be contacted through the office should staff believe it is appropriate to send the child home. Any child with vomiting or diarrhea should be sent home as soon as possible.

All accidents will be recorded in the accident book. (Separate ones for staff and pupils). Accidents which need hospital treatment or where the child is taken directly from the school to a GP will also require Forms to be completed and sent to the LA and also the Health and Safety Executive. The Health and Safety Executive also require a telephone call as soon as possible.

### **First Aid Facilities**

We do not have the facility to deal with sick children on site.

There is a central store for First Aid materials. There is a supply of suitable gloves which should always be worn when administering first aid. The pupil accident book is kept in the central store. This also contains 'Epi pens'. The staff accident book is kept in the office.

### **Other policies**

This policy should be read in conjunction with other policies in particular

Health and Safety Policy  
Voluntary Administration of Medicines Policy  
Educational Visits Policy

### **Monitoring and Evaluation**

The Health and Safety Committee of the Governing Body receives a report on the number of serious accidents at each meeting. Alongside this there is often a general report on minor accidents and things to be aware of.

### **REVIEW**

The Governing Body will review this policy, formally, three years from the date of its adoption. Informal Review may be necessary in the interim and should take place as and when required.

## **Appendix to the First Aid Policy**

### **Health and Safety Executive First Aid at Work trained staff**

<b>Name</b>	<b>Date</b>	<b>Renewal</b>
Michelle Farmer	12/12/13	12/12/16

### **Paediatric First Aid Trained**

<b>Name</b>	<b>Date</b>	<b>Renewal</b>
Michelle Farmer	9/5/2014	9/5/2017

### **One Day Emergency First Aid Trained**

<b>Name</b>	<b>Date</b>	<b>Renewal</b>
Ann Moore	6/1/14	6/1/17
Debra Gardiner	6/1/14	6/1/17
Ann-Marie Harris	6/1/14	6/1/17
Sally Sindall	6/1/14	6/1/17
Sue Tilley	6/1/14	6/1/17
Amy Brotherhood	6/1/14	6/1/17
Ella Lee	6/1/14	6/1/17
Pearl Deegan	6/1/14	6/1/17
Louise Williamson	6/1/14	6/1/17
Jenny Scroby	6/1/14	6/1/17
Mercedes Gill	6/1/14	6/1/17
Jackie Mitchell	6/1/14	6/1/17