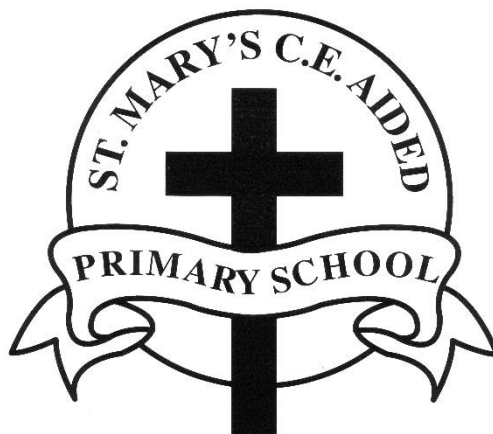


# First Aid Policy

July 2022



This policy is based upon the previous 2021 version.  
Key changes:

## **Rationale**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. The school has a separate policy for the administration of medicines and the Reporting of Incidents and Accidents.

## **Purpose**

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

## **Guidelines**

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored. This policy is annually reviewed and updated. This policy is written with reference to KCC guidelines.

## **Conclusion**

The administration and organisation of first aid provision is taken very seriously at St Mary's CE (VA) Primary School. There are annual procedures that check on the safety and systems that are in place in this policy.

## **First Aid Policy Guidelines**

### **First aid in school**

At St Mary's CE (VA) Primary School, we ensure that there is at least one emergency first-aid trained and one paediatric first-aid trained member of staff in school at all times (during the school day and extended school day). This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences. For each breaktime the school has nominated first aiders. When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups if possible. Staff are expected to identify this member of staff when planning any visits. For Foundation Stage visits, we ensure that a paediatric first aider accompanied the group. During activities outside of the school day (after school clubs), there is a designated first-aider onsite at all times.

## **Training**

All staff are offered emergency first-aid training. New staff members are offered training as part of their induction process. Trained First Aiders are declared in signage around the school.

## **Roles and Responsibilities**

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

## **Appointed Persons**

The headteacher is the appointed person within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the headteacher the deputy headteacher will carry out this role.

## **First Aid Facilities**

The school office is the schools designated medical room. The school has two first aid cabinets, one in Key Stage 1 and Foundation Stage, and the other outside the school office in Key Stage 2. These cabinets contain sufficient first-aid materials to administer first aid as recommended by the HSE. The school has five travelling first-aid containers used for off-site visits. These are kept in the office, and contain supplies recommended by the HSE. Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first aid container.

## **Accident and Injury Reporting**

All first-aid incidents should be recorded in the first-aid record book. When appropriate a text is sent home to parents (please note that this is not undertaken every time a child falls over). Where a child has a serious injury or injury to the head, it is our policy to always contact parents through text and telephone services. All serious injuries should be reported to the headteacher or senior teacher and should be recorded in the accident book. This is completed in the school office.

## **Calling the Emergency Services**

In the case of major accidents, it is the decision of the headteacher/senior teacher if the emergency services are to be called. If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. State the child's name and date of birth
3. State whether the casualty is breathing and/or unconscious
4. State the location of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office.