



# Leechpool Primary School

## First Aid Policy

*This policy should be read in conjunction with the Administrations of Medicines Policy, First Aid Procedures Policy, Asthma Policy and the Intimate Care Policy.*

This policy outlines the school's responsibility:-

To provide adequate and appropriate first aid provision to pupils, staff and visitors.

To provide first aid provision for off-site activities.

To ensure adequate staff ratio at all times.

To ensure the requirements of the Health and Safety (First Aid) Regulations 1981 and the Health and Safety at Work Act 1974 are met.

The policy is reviewed annually.

### **AGREED PROCEDURE**

All staff must be informed of the first aid arrangements, location of equipment, facilities and first aid personnel. First aid notices should be displayed which are clear and easily understood.

### **Qualified first aid Staff**

There are currently four qualified first aiders, plus two qualified Paediatric First Aiders.

In addition all staff attend a 3 yearly one day emergency first aid at work course

The duties of a first aider are:-

To provide first aid for staff, pupils and visitors to the premises, to maintain confidentiality and dignity of the casualty as far as is possible, to attend any training courses provided, to maintain records and to check and replenish the first aid boxes.

The duties of a Paediatric First Aider are:-

To provide first aid for children in the Foundation Stage.

A First Aider/Paediatric First Aider must hold a certificate of competence (valid for 3 years)

### **Appointed Persons**

The school also has a number of appointed persons.

The duties of an Appointed Person are:

To take charge when someone is injured or becomes ill when a qualified first aider is absent.

To look after the first aid equipment and facilities in the absence of a first aider.

To ensure that an ambulance or appropriate level of help is summoned when required.

An appointed person must have attended an approved one day emergency first aid course and should deal with basic first aid only for which they have been trained.

### **Minor first aid**

Any member of staff can carry out minor first aid. In the event of a more serious injury or illness, the member of staff must call upon a first aider (or appointed person in the absence of the first aider). First aid is an injury on the day, on the premises. It is not to investigate health problems eg rashes), which should be dealt with parents at home. The Class teacher should alert parents if they have concerns.

### **First aid equipment**

First aid equipment must be clearly labelled and easily accessible. Each classroom has a basic first aid kit. In addition, there is first aid equipment in KS1 and KS2 for break times and lunchtimes and a designated first aid/medical room adjoining the School Office.



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### **Basic hygiene procedures**

Staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single use disposable gloves and hand washing facilities and should take care dealing with blood or other body fluids and disposing of dressings and equipment. All soiled dressings/materials must be put in a plastic bag, sealed and placed in the yellow clinical waste bin in the first aid/medical room.

### **First aid and intimate care**

Also read the schools Intimate Care Policy

Where contact of a more intimate nature is required, a second member of staff must be present and should be aware of the task being undertaken. Regular requirements of an intimate nature, should be planned for. Agreements between the school, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and in particular, any discomfort with the arrangements must be addressed.

There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch such as a caring parent would give. Staff must remain self aware at all times to ensure their contact is not threatening or intrusive and not subject to misinterpretation.

### **Reporting accidents and record keeping**

A record of all accidents/injuries and any first aid treatment given must be recorded in the accident/injury file and reported in accordance with Education Authority reporting requirements. An accident/injury slip must always be filled in and given to the class teacher to give to the child's parent at the end of the day, or for the child to take home. A stock of standard letters will be kept in all classroom first aid files and first aid areas.

If there is a concern about an injury, the parents/carers must be contacted by telephone and the class teacher must be notified. Parents/carers must be given the opportunity of coming in to school to check their child.

An accident/injury and medical file will be kept in every classroom and in the school office. It will contain the following information: First aid policy and procedures, accident/injury forms, first aid kit contents, location of first aid kits, list of first aiders and appointed persons and medical information about children.

All staff (including supply staff) must familiarise themselves with the accident/injury and medical file. All staff will be updated regularly by the school office on those children with medical needs (including asthma, diabetes, epilepsy, allergies and other medical conditions).

### **Offsite activities/trips**

Adequate first aid provision for all off-site activities and trips must be planned for. This is the responsibility of the trip leader, alongside a risk assessment.

### **IS THIS WORKING**

The Governing Body and/or Head Teacher should regularly review the School's first aid needs (at least annually) and particularly after any changes, to ensure that provision is adequate.