

# **Lindow Community Primary School**

## **School Policies**

### **Control Sheet**

Policy: **First Aid in Schools**

Policy Type: **Statutory**

Author: **Zoe Wilson**

Owner: **Headteacher**

Approved by: **Governing Body**

Reviewed: **Annually**

## **Policy: First Aid in Schools**

### **1. Rationale:**

The Head Teacher and Board of Governors of Lindow Community Primary School accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

### **2. Statement of First Aid Provision**

The School's arrangements for providing First Aid will:

- Place a duty on the Headteacher and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant forms and record on PRIME if necessary;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parents/guardians that first aid treatment was given to the child.

### **3. First Aid Equipment**

The School will provide materials and equipment and facilities to provide First Aid.

The location of the First Aid Kits in the School are:-

- The school office (including individual boxes for children with specific medical needs)
- The first aid cupboard in the food tech room
- Small boxes for cuts and scrapes in individual classroom
- Mobile kits for staff on duties/those on educational visits
- The studio

After school club staff who are also trained first aiders are responsible for checking and filling the main first aid boxes around school, disposing of any out of date items and ensuring that enough stock is maintained to supply the school. Stock orders are then sent to the school office for processing.

All staff are expected to monitor resources in their area and report shortages as they are recognised

The school's First Aid Coordinator is Miss Wilson – Headteacher

## 4. First Aid Training

All staff who are willing will be given first aid at work/paediatric first aid (dependent on their role) in accordance with current legal requirements.

All staff are informed of First Aid arrangements and are made aware of this policy as part of their induction.

The current staff trained in first aid at work are:

Miss Zoe Wilson      Mrs Annette Phillips      Mrs Liz Stewart

Current staff trained in paediatric/emergency first aid are:

Mrs Sam Jackson      Ms Giulia Marsili

## 5. Information on First Aid Arrangements

The Headteacher will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the First Aid Coordinator will ensure that signs are displayed throughout the School providing the names of employees with First Aid qualifications;

All members of staff will be made aware of the School's First Aid policy.

### 5.1 Accident Procedures

Injuries that require basic First Aid treatment (minor scrapes, grazes, bumps) are dealt with in the first instance by the staff in the classroom or on duty if at playtime and lunchtime. For injuries that require closer attention, one of our qualified first aid staff is summoned. Staff administering first aid should wear gloves where body fluids are involved.

### 5.2 Accidents involving head bumps

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time. Staff will ensure that the school will always phone the parent/guardian and inform them of the incident. If appropriate, pupils will be sent home for observation and rest. All cases, however, will be noted.

### 5.3 Transport to hospital

The Headteacher, Deputy Headteacher or nominated first aider will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention, an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made

with parent/guardian or other designated emergency contacts then the Headteacher will make a decision on whether or not to transport the pupil to the hospital. Where the Headteacher makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil

Accidents or incidents that occur at school or school trip location where the child needs to go to hospital straight from school or school trip location need to be reported on the PRIME website by the nominated person responsible – Mrs Linda O’Rourke. Some accidents/incidents that don’t require a visit to hospital but need to be recorded should be added to PRIME online.

We have a Defibrillator on the front, outside wall of school for emergencies.