



# First Aid & Treatment Policy

(May 2024)

**Approved by:**

School Curriculum  
Committee

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**Last reviewed on:**

May 2024

**Next review due by:**

May 2025

## **First Aid and Treatment Policy**

This policy was written in accordance with the Health and Safety regulations act 1981 and intends to clarify first aid treatment for all staff, particularly those staff who are qualified first aiders and members of the midday meals supervisors' team.

The staff member responsible for first aid is Asma Bibi (School Business Manager)

### **Aims of the policy**

- To ensure adequate procedures are in place for the provision of first aid for pupils, staff and visitors
- To ensure the correct equipment and resources are available and in the correct location
- A suitable number of staff have received relevant and up to date first aid training
- All members of staff are aware and fully informed of first aid procedures
- Adequate recording of accidents/incidents take place
- First aid procedures are regularly reviewed

### **Grazes, scrapes and scratches to arms and legs**

Treated in the playground with water and gauze. If required a plaster may be applied if the child says they have had plasters at home before or they are not ALLERGIC to plasters. The first aider should ensure the teacher is informed after break and given the first aid slip to pass on to parent/carer.

Their name, date and cause of injury are recorded on a slip in the first aid book kept in the cupboard by the Head of School's office. When a sheet is complete it should be dated and put in the box file with other used sheets. EYFS have their own accident book and retain their own completed sheets.

### **Head, Face and Neck Injuries**

(bumps/bruises/marks and or bleeding)

First aid is administered and the incident recorded in the first aid book. The slip is given to the teacher for passing on to the parent/carer. The same information must be given to the office who will make a phone call home and record this on Scholarpack. Staff must record and report this no matter how small the injury or even if no mark can be seen.

### **Asthma/Allergies**

We are an Asthma and Allergy Friendly school. In the event an asthma attack or allergic reaction, staff know to use the emergency kit (if medication has run out/out of date), including administering an auto-injectable device. Once administered, an ambulance will be called. See also medications policy.

All asthma pumps and epipens for each class are kept in a box and stored in the classroom in a place that is accessible. These boxes are taken into the playground at playtimes and lunchtimes. This is checked by the SENDCo monthly.

### **Serious Injury**

Any injury causing significant blood loss, sprains, suspected fractures or as a result of a medical condition (e.g. febrile convulsions) is immediately reported to the Head of School. The Head of School and a first aider will jointly make the decision as to what subsequent actions need to happen. The Head of School is responsible for ensuring parent/carers are contacted and if necessary, asked to come to school to assess their child's condition/injury and if necessary accompany them to hospital. The first aid slip is completed and given to the parent/carer. The School Business Manager will be informed and together with the Head of School will decide if an electronic AIR form (Accident and Incident Report) is needed. If yes, it is to be completed by the School Business Manager/SLT without delay and emailed to the borough. The AIR forms are saved in admin drive.

An ambulance shall be called when deemed necessary by the Head of School and first aider. The office will make this call and inform the parents immediately. The office will give as much information as they can about the person and the injury including any medication, allergies etc. They will advise the ambulance how to access the school. They should print off the child's details from Scholarpack and give them to the emergency services if the parents have not yet arrived.

### **First Aid Supplies**

First aid bags/boxes are kept in the office and securely in each classroom. Midday meals supervisors have a bag in each playground. A first aid bag is taken on trips.

Each first aid bag should include:

- Information leaflet
- 2 re-usable labelled ice packs (kept in freezer)
- 2 x pairs of disposable gloves
- Eye pad
- Triangular bandage
- Finger dressing
- Large bandage
- Medium bandage
- 2 x pack of gauzes
- 2 x small dressings
- Medium dressing
- Tape
- Scissors
- Safety pins
- Assorted plaster
- 3 x antiseptic wipes

Teaching assistants/Mid-day Meals Supervisors who are first aid trained are responsible for ensuring all the above list of resources are in the first aid bags at all times. First aiders in class can replenish them when necessary. The Receptionist will check the first aid bags in classrooms monthly and record this. The senior MDMS will check MDMS first aid bags monthly and report to SBM. The School Business Manager will need to be informed when resources need to be purchased.

### **First Aid on Trips**

The risk assessment must show that there is an adequately trained first aider accompanying the class who can support any medical conditions of individual children.

They must take a first aid bag with disposable icepacks and all necessary medication (see medical policy) and an emergency contact list as well as an emergency medication kit.

If the first aider has any concerns they are to call the school and/or seek advice from NHS direct if necessary.

Head, neck, facial injuries, asthma attacks or allergic reactions need to be reported to school as soon as possible so parents can be called. The accident book must be completed on returning to school.

### **First Aiders**

The staff member responsible for organising first aid training including paediatric and first aid at work is Asma Bibi, School Business Manager. She keeps an up to date record of training.

The school aims to have a first aider in class at all times and on play duties. When this is not possible, the child must be sent to the nearest first aider.

During PE lessons, although PE coaches are first aid trained, the school also aims to have a first aider assist with the lesson to deal with any incidents.

All first aiders must provide the School Business Manager with a copy of their certificate to be held on the personnel file.

A list of first aiders is displayed in various places around the school including the kitchen, staff room, reception and classrooms.

A person who is not first aid trained must not administer any first aid and will need to find a trained person. If a child needs to be collected by parents/carers they should wait with the first aider in the classroom or reception area until they are collected.

No member of staff should administer any medication without written consent from parent/carer and the medication given is recorded (see medical policy)

### **Record Keeping**

Whenever there is treatment this must be recorded in the first aid book

- Name of person affected
- Name of first aider
- Date and time
- Type of incident treatment given and action taken