



Huxley C.E. & Utkinton St. Paul's C.E.

Primary Schools

First Aid Policy



"Developing confident children through creativity and choice within a Christian community"

"Enabling every child to fulfil his/her potential in a nurturing Christian environment"

Purpose

To ensure:

- a consistent approach toward the First Aid amongst all school staff.;
- any accident is treated quickly and appropriately.

Agreed Procedure

- All Staff, who are not either fully qualified or paediatric First Aiders, will be provided with Emergency First Aid Training and defibrillator training every three years and training on other medical needs/medication as needed. (Last completed Summer 2016.)
- The names of staff who are Fully Qualified or Paediatric First Aiders are displayed by First Aid Boxes (Appendix 1).
- Children will be taught about First Aid bi-annually through a spiral curriculum as part of our science and Personal, Social and Emotional Development (PSED) scheme of work. (See Keeping Safe Coverage for more information.

- In the first instance, any person requiring First Aid will be treated by a member of staff in the classroom/on duty in the playground.
- Medical gloves (plastic not latex) should be worn for all injuries with blood. Medical waste should be placed inside a plastic bag in the medical waste bin (stainless steel bin in the Main Entrance- Huxley red bin in staff toilet- Utkinton) which should be emptied by the caretaker each evening.
- All minor accidents must be recorded on the appropriate form (Appendix 2), in the school First Aid File, located in the School Office. Office staff are responsible for transferring these to Pupil Records annually.
- The first aid box must only be accessed by staff who can use medi-wipes and plasters. Please check with the child or Class Teacher (depending on the child's understanding) for allergies before applying and do not apply unless the blood will not stop running/there is a risk of infection. Children requiring any other treatment should be sent to a First Aider for a full assessment.
- It is the responsibility of the office staff to ensure that First Aid Boxes are stocked, using the set list of required items (Appendix 3). They need to check the contents and use by dates at least once per half-term.
- Anyone who has suffered a bang on the head should be reported to a trained First Aider for him/her to make a full assessment.
- Children who bang their heads should be given a bumped head sticker (Admin to monitor use and re-order as necessary) and a letter to take home informing parents (Appendix 4), as well as the incident being recorded on the minor incident form. The Class Teacher should also inform the parents or whoever picks up the child at the end of the school day that the child has bumped his/her head and should inform the parents how to check for signs of concussion when the letter is handed over.
- Anyone who needs first aid treatment who is on medication, has a history of asthma or allergy should be reported to a trained First Aider for him/her to make a full assessment.

- A child who may have suffered a spinal injury or may have broken a bone, or have a significant injury should not be moved. A First Aider should be asked to attend the scene, if necessary by sending either another adult or child to request help.
- If the First Aider is still concerned about an injury after initial treatment, he/she should contact the child's parents/other adults on the child's contact list, either giving them the opportunity to come into school and see their child and make a decision or advise them that further medical assessment should be sought. This should be recorded on the accident form.
- If the school is unable to contact an adult on the child's contact list but feels further medical assessment is needed, two members of staff (including a First Aider where possible) will transport the child to the child's doctor's/the Countess of Chester, whilst another member of staff continues to contact family members to inform them.
- If the child is unable to be moved/travel in a car or the severity of their injury requires immediate professional medical care, an ambulance will be called. The most senior member of staff on site must be informed before an ambulance is called- unless immediacy is vital.
- If a qualified First Aider feels that a child requires significant/immediate medical treatment they should phone an ambulance.
- Any child, staff or visitor who needs further medical treatment due to an injury must be reported to the Headteacher who will complete an on-line accident reporting form using PRIME (accessible via the Health & Safety Homepage on CWAC intranet).

Monitoring

- The First Aid File will be monitored fortnightly by the Admin Officer to ensure that this policy is followed.

This Policy was drawn up in consultation with Staff and Governors in January 2011 and last reviewed in April 2018. It should be read in conjunction with our: Child Protection Policy, Equality Policy, Administration of Medicines Policy and Safeguarding Policy.

Headteacher: *Lorna Pleavin*

Governor (Huxley): *Stephen Ratledge*

Governor (Utkinton): *Simon Lewin*

Date: *May 2018*

Review Date: **Summer 2019.**

Appendix 1

Fully Qualified First Aiders:

Name	Date Passed	Due for Renewal
Helen Totty	16/06/16	16/06/2020
Caroline Thompson	16/06/16	16/06/2020

Paediatric First Aiders

Name	Date Passed	Due for Renewal
Claire Jones (Ut)	05/12/2016	05/12/2019
Peter Racz (Hux)	02/12/2016	02/12/2019
Simon Townsend (Hux)	03/07/2015	03/07/2018

Appendix 2

Minor Accident / Incident Report Form

Pupils name:		Age:	M	F
Date:	Time:	If fall, extent of drop Mtrs		
		If Head Bump, has letter been sent home? Y/ N		
How and where did the accident / incident happen?				
Details Of First Aid Administered:				
What control measures have been put in place to prevent it happening again?				
Signed:		Date:		
Name (printed):				

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Date:	Time:	If fall, extent of drop Mtrs		
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Details Of First Aid Administered:				
What control measures have been put in place to prevent it happening again?				
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Name (printed):				

First Aid Box Contents

(N.B. don't forget box also on school bus)

- disposable gloves
- plasters in a range of sizes
- surgical tape
- low adherent dressings
- eye pad
- finger bandage
- triangular bandage
- range of bandages
- mediwipes
- sterile eye wash
- resuscitator mask
- scissors
- safety pins
- thermometer (in large First Aid box)
- instant ice pack

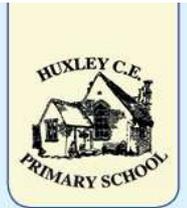
Please check dates on bandages, etc to ensure in date.

Box on mini-bus to also contain instant ice pack.

Bum Bags (x 2 on main desk) to contain

- plasters
- mediwipes
- gloves

- cold packs in fridge
- instant ice packs in store
- Calpol & Piraton in Admin store (check in date)



Dear Parent/Carer

Your child _____ received a bump to his/her head today _____ (insert date) at _____ (insert time). Your child was seen by a first aider and has not displayed any adverse effects. However, as a precautionary measure, you may wish to observe your child for any of the following and seek medical attention if necessary:

- Confusion/Memory Loss
- Nausea /Vomiting
- Vision changes
- Excessive Sleepiness
- Severe headache
- Slurred speech
- Restlessness/Irritability
- Dizziness

Yours sincerely
