FIRST AID POLICY

The medical 'area' is situated in the main entrance. It is equipped with a 'First Aid' box containing supplies of gauze, plasters etc and an Accident Report book.

All members of staff are allowed to access the 'First Aid' box.

The Accident Book is kept in the First Aid box. If an accident occurs at lunchtime, the Lunchtime supervisor sends or accompanies the child to the First Aid Area (main entrance of school) where a qualified first aider will assist, if they themselves are not first aid trained.

If there is any cause for concern, a member of staff responsible for First Aid is asked to make an assessment and assume responsibility. The incident is then recorded in the Accident Book, by the member of Staff who administered First Aid. In the case of a member of Staff having an accident, a separate Accident Book is kept in the office in which details are recorded and a RIDDOR form can be completed online.

Where a child is injured and we know that they subsequently go to hospital (even if they are taken by a parent after school) then a RIDDOR form should be completed online.

The guidelines for administering medicines are found in the Medical Conditions Policy. All procedures are in line with the Department of Health & Safety guidelines.

The school have guidelines for Epilepsy, Anaphylaxis and follow the Local Authority policy for Asthma. All copies of these are kept in the staffroom on the medical needs noticeboard.

If a child has a head injury, the person who administers first aid must complete a first aid slip in the Accident Report book a copy of which is
then passed on to the parents. If the injury is deemed to be more serious the parent would be contacted via telephone or text.

Care plans for children who have special medical requirements can be found in the staff room. A copy is also kept in the child’s class and stored with any equipment such as inhalers. These are updated regularly with the parents and school nurse support.

Children who administer inhalers within school time do this under the teachers’ direction or a First Aider. These are kept in class and stored along with the child’s inhaler. The First Aid supplies are regularly checked by a first aider.

First aiders in school are reminded when their qualifications are due to expire and offered to renew their qualification if they wish. Allergy/Epipen training is updated regularly.

The persons responsible for First Aid within school are detailed on a sign outside the office door.

Reviewed: January 2018

Signed: _________________________
(Chair of Governors)