



St. Mary's Church of England Primary School FIRST AID POLICY

I am the Lord who heals you. Exodus 15:26

Aims:

1. To ensure that any child who is hurt or taken ill receives appropriate treatment as soon as safely possible.
2. To ensure that any child receiving personal care medicines does so promptly when needed whilst in school.
3. To ensure that parents or carers of any child involved in an accident are informed.

Guidelines

Kate Waugh is the First Aider at Work. There are 6 paediatric First Aiders who are all staff members.

We have 2 AED (Defibrillators) on site. One in the school office and one in the PE shed

We have 4 Epipens and 4 Inhalers (with spacers) on site. 1 set is stored in the black box in the PE shed, 2 sets are in the staff office in the allocated drawer, and 1 set is kept at School House in the First Aid cupboard in the kitchen.

1. Accidents

If the accident is of a minor nature the child will receive first aid from a competent person (all school teaching, TA and Admin staff have basic first aid as a minimum). A first Aider will be sent for.

Midday Supervisors are First Aid trained. Any Midday Supervisor who does not have First Aid will send for someone. When the accident is more serious, a responsible child is sent to get help, the child is calmed and possibly other children too.

2. Treatment for Accidents

Children's Accidents

The First Aid Boxes are kept in each classroom in the First Aid cupboards, outside the school main office, the adult toilet and in the PE shed in the playground.

Minor cuts or abrasions should be treated with alcohol free cleansing wipes: non-latex plastic gloves must be worn by the person administering the First Aid. If required the wound may require a plaster and staff are aware of any child who may be allergic.

Nose bleeds should be treated by nipping the nose to stem the blood flow and if thought suitable asking the child to pinch their nose lightly - a child should not be asked to put his head back.

Headbumps and similar incidents are treated by the application of an ice pack.

Should a child become sick whilst in school, the First Aid buckets should be used, lined with a plastic bag. If the accident requires an ambulance and parents are not available to accompany their child, a member of staff will then accompany the child.

First Aid books are available in each classroom and the PE shed (with the First Aid Kit).

Staff Accidents/Taken ill

Should this happen during the school day help is summoned from the school office. All staff accidents should be noted in the Staff Accident Book in the Office.

3. Procedure for Reporting Accidents

Accidents that have required First Aid must have the accident logged in the Accident book kept in the child's classroom or the play shed. An accident note must be given to any child involved in an accident and shown to the teacher who must be informed of the incident.

Major accidents, which is one where a child is sent home or to hospital, should be noted in the Health & Safety log in the Office. The class teacher must make sure that the parent is informed of the accident by telephone. If the accident requires the child to receive further medical attention, the Headteacher or delegated person in charge will, as a matter of urgency, inform parents of the accident.

4. Procedure if a child becomes unwell or has an accident whilst in class

First aid is administered in the classroom and help summoned if necessary. Should the child become too ill to remain in school the class teacher will make the decision as to whether the child should, if possible be sent home. Should a parent or carer be unavailable to collect the child after being contacted, we will ensure that the child is made comfortable and is supervised until he/she is collected from their classroom. Should this occur at lunchtime, the children will sit on the blue chairs where there will be adult supervision. No child should be sent home at lunch-time except for sickness, without consulting the class teacher. The child will be signed out in the log at the Office.

5. Medicines/Allergies**Prescribed Medicines**

It is school policy to administer medicines in school but only upon receipt of written/signed instruction from a parent/guardian; medicines are administered as per the instruction, noted and witnessed. Medicine which has not been prescribed will not be administered. Children must in no circumstances self administer medicines with the exception of an inhaler.

Personal Care Medicines

If the child has an asthmatic problem the school requires the child to keep an inhaler with them. Inhalers are kept in the class First Aid cupboard along with the medication details form.

All staff have access to information in their classroom or office as to who has asthma.

Personal care medication for conditions other than asthma and diabetes will be kept in the office with the child's Personal Health Care Plan. Written information about the child's condition and treatment should regularly be obtained from the child's parents or carers.

Allergies

Parents will be asked to inform us as soon as possible if their child has developed any allergies or of any change in their child's medical condition relating to allergies. All staff are informed of any updates.

6. First Aid Training

First Aiders will have their First Aid training certificates regularly renewed.

7. Monitoring

First Aiders, Kate Waugh and Sandra Hayes will review the accident books and discuss any risk or hazards linked to these accidents happening. They will establish similarities or repeated accidents. Any findings will then be shared with the head teacher.

Headteacher: Mr Richard Moss

Chair of Governors: Mrs Glynis Ashford

Sep 2024

