

CARNALRIDGE PRIMARY SCHOOL

POLICY FOR FIRST AID



NAME:	ROLE:
Jade Thorne	Principal
Andrew Bingham	Chair of Board of Governors

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1. Introduction

Policy Statement

Carnalridge Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid by extending the arrangements as far as is reasonably practicable to all employees, children and others who may visit our school.

External first aid training is scheduled to ensure that the minimum requirement as stipulated by the EA is met.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aim

- To ensure that first aid provision is available at all times while people are on school premises and also off the premises whilst on educational visits.

Objectives

- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide first aid as necessary from trained adults.
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary.
- To encourage every child and adult to begin to take responsibility for their health needs.

2. First Aid Provision

Personnel

The qualified First Aiders are responsible for putting the policy into practice and for developing procedures.

Qualified First Aid Staff

Mrs K Whittaker (Training: 24/03/2023 – 3 day training)

Non-Teaching Staff:

Mrs I Downing (Training: 24/03/2023 – 3 day training)

Dawn Ferguson (Training booked for 25-27/11/24)

Neave Andrews-Fryer (Training booked for 25-27/11/24)

EPIPEN Training 30/08/2024: Mrs J Thorne, Mrs L White, Mrs M Murray, Mrs K Whittaker, Mrs I Downing, Ms D Ferguson, Mrs S Adair, Mrs B Nash, Mrs J McCormick, Mrs N Andrews-Fryer, Miss C Fillis, Miss P Miskimmin, Mrs A Campbell, Miss O McClean, Miss A Rohdich, Mr J Twigg, Mrs L Hogg.

First Aid Kits (checked and requisitioned annually by administrative staff)

First aid kits are located as follows:

- Staff room.
- Each Key Stage open area contains a first aid kit. It is the responsibility of all staff to inform the school office if re-stock is necessary.
- Portable first aid kits are available and it is the responsibility of the person in charge of off-site activities / groups, e.g. Teams, Year Groups etc. to carry and re-stock the kit as necessary. These kits must accompany all groups on educational visits.
- Restocking of portable first aid kits can be done from resources in Staff room.

Portable first aid kits should typically include:

- 6 individually wrapped sterile plasters (various sizes)
- 1 large wound dressing
- 2 triangular bandages
- 2 safety pins
- Compression bandage
- Individually wrapped moist cleansing wipes
- 1 pair of disposable gloves
- Scissors

No medicines or tablets are to be kept in the first aid kits.

3. Procedures

- Any pupil complaining of illness is sent to the school office and should be accompanied by an adult once a call has been made home. Parents should be contacted as soon as possible so that the child can be collected and taken home.
- In the event of **injury or medical emergency**, if possible, a qualified first aider (who is supervising the child) will assist.

- Children will be inspected by the first aider and where appropriate, treated.
- Parents are contacted if there is a **head injury** or if there are any doubts over the health or welfare of a pupil. Our procedure for notifying parents will be to use all telephone numbers available and leave a message should the parents not be contactable.
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT DELAY.
- Minor ailments e.g. cuts and grazes should be dealt with by the member of teaching / non-teaching staff supervising the pupil at the time of the incident. Disposable gloves should be used when dealing with injuries and good hand hygiene should be observed.
- In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, a qualified first aider and another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.
- A supervisory assistant or classroom assistant will deal with minor cuts and grazes at breaktime and lunchtime and complete an accident report form where necessary. Accident report form – Appendix 1.
- Teachers must take a mobile phone with them when off-site in case of an emergency.
- Teachers must check that pupils who have emergency medications or asthma take their medication / inhalers with them whenever they are leaving the premises.
- Pupils' medical needs are centrally recorded on a Pupil Information sheet within each class. This should be easily accessible for any personnel covering the class.
- It is the responsibility of all staff to inform the school office if their first aid training is due to expire / if they wish to update training.

4. Accident Reporting and Record Keeping.

- All staff accidents must be reported in the "accident file" which is kept in the office. This includes those that occur when personnel are off the premises.

Details to be recorded for children:

- Name and class of injured person
- Name of the person administering first aid
- Date and time of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken
- Signed by the person administering first aid
- More **serious** incidents require an **Accident Report Form** to be completed, signed by the principal, photocopied, one copy sent to the EA Health and Safety Officer and a copy filed.
- Staff should complete an accident form if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

5. Head Lice.

- A general letter is sent to the parents of all pupils if there is a reported case of head lice.

6. Administration of Medication in Carnalridge Primary School

Mrs K Whittaker coordinates Administration of Medication in school. See relevant Policy.