

# First Aid Policy



May 2017 | Kath Fisher



# First Aid Policy

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Version 2 – Updated 2017

To be reviewed 2020

Signed off by:

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<b>Document Control</b>	
Title:	First Aid Policy
Date:	May 2015 Reviewed 2017
Supersedes:	Version 1
Amendments:	Head of School identified as lead in NGPS, CPOMS to record actions, reports to Governors process, staff updated.
Related Policies / Guidance:	Staff Code of Conduct
Review:	Nov 2020

## **Policy Statement**

The Trustees of the Cherry Tree Trust accept their responsibility under the Health and Safety (First Aid) Regulations and acknowledge the importance of providing First Aid for employees, children and visitors within the School. They delegate the process of this responsibility to the staff of Newall Green Primary School and the local Governing Body. Staff within school must comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and agree to abide by the HSE procedure for reporting accidents.

Signed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Head of School)

Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Chairperson of NGPS LGB)

## **Introduction**

*'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'. Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.*

## **Statement of First Aid Provision**

The School's arrangements for providing First Aid will:-

- Place a duty on the Head of School and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant forms to the HSE
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;

- Determine the number and level of trained staff needed and also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

### **Arrangements for First Aid**

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Stations in school are:-

*The Main Office*

*Nursery Department*

*Reception Department*

*Key Stage 1*

*Key Stage 2*

### **A standard First Aid Kit will contain the following items:**

- 20 individually wrapped sterile adhesive dressings assorted sizes
- 1 triangular bandage
- 2 sterile eye pads
- 6 safety pins
- 2 medium wound dressings
- 2 large wound dressings
- 2 small wound dressings
- 1 pair of disposable gloves
- 1 pair of scissors

The contents of the kits will be checked on a regular basis by Kath Fisher and replenished as and when needed.

The School First Aiders are attached to the back of this policy.

Before undertaking any off site activities the level of first aid provision will be assessed by the Head of school and at least one First Aid Kit will be taken along.

### **Information on First Aid Arrangements**

The Head of school will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the Head of school will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- Location of the First Aid Boxes

All members of staff will be made aware of the School's First Aid policy.

### **Accidents involving bumps to a Pupil's head**

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required the parent/carer will be informed by telephone and if needed the child will be collected from school.

### **Transport to hospital or home**

The Head of school will delegate the appropriate action to be taken in each case to the first aider who will sort out necessary action and report this to the Head of school via CPOMS. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or carer will be notified. If hospital treatment is required, then the pupil's parent/carer will be called for them to take over responsibility. If no contact can be made with parent/carer or other designated emergency contacts then the Head of school may decide to transport the pupil to the hospital.

Where the Head of school makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;

- A second member of staff will be present to provide supervision of the injured pupil.
- A review of any medical situation needing treatment in hospital will be undertaken and a report to Governors will be made and kept in a file in the office.

### **CURRENT FIRST AIDERS**

KATH FISHER + AED  
TOM RUDD

### **FOUNDATION STAGE**

JEAN LEWIS - AED + PAED  
JOAN HENRY - PAED  
CAROLINE LOVELL - PAED  
STELLA GREEN - PAED  
PAM RUSSELL + AED  
JEANNIE MOLLETT - AED + PAED  
ELIZA BOYLAN - PAED  
LIZ BOLTON - PAED  
VICKY MURPHY - PAED  
CAT CAMPBELL - PAED  
KATHERINE ELLIOTT - PAED  
KERRY WATTS - PAED  
ELLEN RICHARDSON - PAED  
BECKIE COOPER - PAED  
DEBBIE ANKERS - PAED  
KIM HART - PAED  
CLAIRE WALKER - PAED  
PATSY HEALEY - PAED  
SHIRLEY LIEBRICK - PAED  
SHAHID KHAN - PAED

### **KEY STAGE 1**

RACHEL OCKERBY  
MARIE COOPER  
SHARON BURKE + AED  
NICHOLA STEWART + PAED  
EMMA McHUGH - PAED  
ANTHONY CARPENTER - PAED

### **KEY STAGE 2**

STEVE SAUNDERS + AED  
JANICE CHAPMAN  
MANDY SLACK + PAED  
MARY KNIGHT - PAED

### **LUNCHTIME ORGANISERS**

PATSY LLOYD + PAED  
DEBBIE DAVIES - PAED  
CLAIRE HUMPHREYS - PAED  
GEMMA FULLER - PAED  
KERRIE RAWLINSON - PAED  
MICHELLE DAVIDSON - PAED  
HANNAH ADAMS - PAED  
JULIE MORRIES - PAED  
JULIE ROBERTS - PAED