

Elmsett C. of E. V.C.P. School

First Aid Policy



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Contents:

1. Introduction	3
2. Aims	3
3. Methods	3
4. Policy links:	3

1. INTRODUCTION

The First Aid procedure at Elmsett Church of England V.C.P School is operated to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

2. AIMS

- To provide effective, safe First Aid treatment for pupils, staff and visitors
- To ensure that all staff are aware of the system in place

3. METHODS

We will ensure that there is a First Aider on duty throughout the school day. The term FIRST AIDER refers to members of staff who hold an appropriate First Aid certificate. The First Aider will deal the accident and treat minor injuries as required

All staff attend relevant whole school First Aid training every 3 years, and new staff attend the next available training. Records are kept of all staff who have completed training.

We will follow the current guidance of Frinton School of First Aid Ltd for dealing with the treatment of injuries. The nominated First Aider will ensure that this guidance is kept up to date.

We will ensure that First Aid kits are available for use throughout the school and that they are regularly maintained.

No medicines are to be used by staff in the treatment of an injury (unless prior agreement from parent, for example emergency treatment for allergies or asthma)

Where there is any doubt about the medical or injured condition of a person, emergency assistance will be sought immediately

Minor head injuries to a pupil are notified to parents (verbally and/or by pro forma letter).

Significant injury/medical condition and head injuries to a pupil are notified to parents immediately by telephone or in person.

If a pupil's injury or medical condition require further medical attention we will contact parents, or in their absence the appropriate Health Centre. In the event that a pupil is sent to Hospital, they will be accompanied in the ambulance by a member of staff acting in loco parentis if a relative cannot be contacted.

We will record all accidents and incidents requiring First Aid treatment in the Accident Book, which is regularly reviewed.

4. POLICY LINKS:

1. Health & Safety Policy
2. Fire drill procedures
3. Administration of Medicines Policy
4. Information for schools RE: Sharps and exposure to blood