



## First Aid Policy

### Rationale

It is in the interest of all staff, pupils and visitors at North Fawdon Primary School, to be aware of the First Aid and Accident Policy.



### Purpose

- To provide quick and efficient first aid
- To ensure comfort and reassurance
- To seek medical expertise when necessary
- To ensure hygienic conditions exist and are maintained
- To ensure all accidents and violent incidents are officially reported through agreed procedures

### Guidelines

- All staff are aware of all Health and Safety policies and procedures
- 8 members of staff have Full First Aid Training, and 2 members of staff have Paediatric First Aid training, which is updated every 3 years.
- Staff are aware of location of first aid equipment and named First Aiders
- First Aiders must make sure all medicines are taken out of school for visits/swimming/trips etc.
- Hot and cold water are available in visitors and staff toilets
- Medical information of pupils is up to date, correct and accessible on paper file system and on computer
- The Admin Officer and the Lead First Aider are the named people responsible for calling an ambulance
- That any staff/pupil not requiring an ambulance has a means of returning home safely
- First Aid boxes are located in Medical area at reception and outside the Staff room
- Bodily fluid cleaning boxes are located in both first aid areas.
- All sick/accidents are reported to Lead First Aider
- All sick people awaiting collection must wait in foyer and the Admin Officer is aware of their presence, situation and has made all necessary collection arrangements
- The patient must be accompanied by an adult at all times or within view of Admin Officer

- First Aid is given quickly by the named person but is limited to cleaning an abrasion/cut with warm water and dressing or for cuts/butterfly dressings only
- No creams may be applied
- No splinters may be removed
- No instruments of any form may be inserted into orifices
- Stones, counters etc in ears/noses – Admin Officer call parent/ambulance immediately
- Emergency procedures are recorded and countersigned by Head Teacher

### **Lunch time First Aid Procedures**

- A nominated first aider will remain on the yard throughout lunchtime. She will have a hip bag filled with first aid basics – such as plasters etc. She will deal with minor incidents such as grazes etc. on the yard. She will record any first aid applied in her book.
- All other first aid incidents must be sent inside to Lead First Aider. All other lunch time staff **must** remain on the yard.
- If the incident is serious and the child cannot be brought inside then you must send for the nominated first aider.
- All First Aiders will complete bumped notices, accident forms, and deal with phone calls etc.
- Between 1.15 – 1.30p.m all First Aiders will give out bump notices and inform staff of any injuries.
- We will have a small First Aid area in KS2 corridor: the area just in front of the staff toilet next door to the staffroom.
- This will enable close access to a telephone and a lockable cupboard to store medication. Ice packs will be stored in the fridge in the First Aid area and in a box within the fridge in the staff room. Sharps box (KS2 First Aid Area), if used, should be removed by Local Authority Environmental Services.

### **Accident Forms**

- Are completed as soon as possible in a full and accurate report.
- Statements from witnesses are attached (copy to school copy)
- Head Teacher should be notified and countersign all forms.
- All serious incidents must be recorded in the Staff and Pupil Accident log file which is located in the School Admin office.

<b>Policy Reviewed</b>	<b>June 2019</b>
<b>Next Review Date</b>	<b>June 2020</b>
<b>Approved by Governors</b>	<b>June 2019</b>