



Stocksfield Avenue Primary School



First Aid Policy

Rationale

It is in the interest of all staff, pupils and visitors at our school, to be aware of the First Aid 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
- Most support staff have Full First Aid Training, which is updated every 3 years. Some teaching staff have also had this training. A record is on the wall in the Business Manager's office.
- Staff are aware of location of first aid equipment and named First Aiders
- Hot and cold water is 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 Business Manager are the named people responsible for calling an ambulance
- Any staff/pupil not requiring an ambulance has a means of returning home safely
- First aid is available in SA039 SBM Office. There are additional first aid boxes/supplies in Nursery, Reception, Y1/2 resource area, Y3/4 resource area, and outside Y5/6 corridor. There are also small first aid pouches for each year group located either on or outside one of the classrooms in each year group. First aid boxes can also be found in the main office, the school kitchen and the shed on the allotment.
- All sickness /accidents are reported to teacher and parent.
- The patient is reassured and removed to quiet area.
- All sick children awaiting collection must wait in foyer and the Admin Officer is aware of their presence, situation and knows who has made all necessary collection arrangements.
- The child 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 appropriately
- No creams may be applied
- No splinters may be removed

- No earrings may be removed by staff
- No instruments of any form may be inserted into orifices
- Stones, counters etc. in ears/noses – Admin Officer call parent/ambulance immediately

Accident Forms / Incident reporting Books

- All accidents involving children must be documented in the Incident Reporting Books by the First Aider dealing with the situation, the child’s teacher informed and duplicate copy of record sent home.
- For accidents involving staff or visitors and for more serious accidents to children, an Accident and Near-Miss Report Form must be completed (Available from the School Business Manager)
 - The form must be completed as soon as possible to give a full and accurate report.
 - Statements from witnesses must be attached if applicable
 - Head Teacher should be notified and countersign all forms

Accidents

The injury will either be treated immediately, the child will be taken to the hospital, or an ambulance will be called (999).

Either the child’s family or designated emergency contact (see record files in Admin Officer’s office) must be notified immediately.

In the event of hospital treatment being necessary, a member of staff will accompany the child to hospital and remain with him/her until the child’s parents arrive.

All accidents involving blood must be treated with disposable gloves, especially if the person administering the treatment has an open wound. All blood soaked articles should then be sealed in a bag and disposed of in the Hygiene bin (bag in First Aid boxes).

Date: November 2018

Next Review Due: November 2020

Approved by Governors: 14th November 2019

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