



ST MEWAN C P SCHOOL

Policy Co-ordinator – Andrew Gibson

First Aid Policy

Date: January 2020

Review Date: January 2021

GENERAL STATEMENT:

The Governors and Head Teacher of St Mewan CP School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the legal procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995, amended in April 2012.

The provision of First Aid within the school will be in accordance with the legal guidance on First Aid in school.

Signed _____
(Head teacher)

Date _____

Signed _____
(Chairperson of the Governing Body)

OBJECTIVES:

St Mewan CP School will ensure that all pupils and staff, also contractors' and visitors, have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

AIMS:

- To administer first aid to pupil when in need in a competent and timely manner.
- To communicate pupil's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a FAW, and paediatric First Aid Certificate.
- To refresh the training on a regular basis.

IMPLEMENTATION:

A sufficient number of staff, (whose names are displayed on the staff room notice board and clearly on signs in the school corridor) have been trained to a First Aid Certificate, and with up-to-date CPR qualifications. The Site Manager is the person responsible for the First Aid provision.

A first aid area will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid areas.

First aid kits will be available in each building of the school. These will be maintained by the Site Manager who may delegate to supplies manager.

T:\Whole school file\Policies\Original Documents\Safeguarding\First Aid.docx



ST MEWAN C P SCHOOL

Policy Co-ordinator – Andrew Gibson

First Aid Policy

Date: January 2020

Review Date: January 2021

Kits will also be made available for external visits, based on the risk assessment for the visit.

A supply of medications for pupils will be available in a locked cupboard in the school's reception office. It is not seen to be a general action to medicate the pupil, except in exceptional circumstances. There is suitable paperwork to be signed prior to any medication being applied.

The first aid duties will be organised to suit the school's needs. One staff member will be nominated daily for treatment of minor injuries.

All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch break, will be referred to the first aider on duty.

A confidential up-to-date register located in the first aid areas will be kept of all injuries or illnesses experienced by pupils that require first aid. This should be data protected. The staff accident book should be accessible to all staff. This will be kept in the main administration office.

All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff. These gloves should be LATEX FREE, where practicable to do so. The aim is to protect the casualty from latex reactions compromising the casualty's recovery.

Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor – require a first aid trained staff member to provide first aid.

Any pupil with injuries involving blood must have the wound covered at all times.

No medication, including headache tablets, will be administered to pupils without the express written permission of parents or guardians.

No medication may be shared between staff, visitors or others who are on site. Medication is the individual's responsibility when on site.

Parents of all pupils who receive first aid, when considered necessary, will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organized. Any injuries to a child's head, face, neck or back must be reported to parents/guardians.

Any pupil who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor", or an accident which may have resulted from a premises/equipment defect, will be reported to the Site Manager or Head Teacher, then a report will be logged on the Cornwall Council online portal.



ST MEWAN C P SCHOOL

Policy Co-ordinator – Andrew Gibson

First Aid Policy

Date: January 2020

Review Date: January 2021

Parents of an ill pupil will be contacted to take the pupil home.

Parents who collect a pupil from school for any reason (other than emergency) must sign the pupil out of the school in a register maintained in the school office.

All staff have authority to call an ambulance immediately in an emergency. If the situation and time permit, staff may confer with others before deciding on an appropriate course of action.

All school camps will have at least one FAW/Paediatric first aid trained staff member at all times. This may be a member of staff from the activity provider.

A comprehensive first aid kit will accompany all camps, along with a mobile phone.

All pupils attending camps or excursion will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions will be kept at school, for reference and compliance.

All pupils, especially those with the documented asthma management plan, will have access to an inhaler and a spacer at all times – providing that the pupil has provided one for the school to hold, the school may have one from the NHS.

The Site Manager is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

At the commencement of each year, request for updated first aid information will be sent home including request for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.

EVALUATION:

This policy will be reviewed as part of the school's yearly review cycle, and will be reviewed in June