

## Ellwood Primary School

### First Aid Procedure

Together with Ellwood Primary School Policies for Behaviour, Child Protection, Health and Safety, Equality, Anti-Bullying and Internet Safety it forms our Policy for Safeguarding.

Ellwood School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment.

Children who become ill while they are in school can only be offered such attention as a caring parent would provide, supported by qualified first aiders.

If a child is too unwell to remain in school please report to Office, who will contact a parent/carer so the child can be sent home.

In an emergency, the usual medical services will be called by the office as parents/carers are asked to authorise us to take necessary decisions in such circumstances when we are unable to contact them.

#### **Qualified at work First Aider:**

#### **Mrs Marilyn Charles - Teaching Assistant/FSW**

All staff are given the opportunity to attend Basic First Aid in Education training - currently the majority of staff have attended this.

Adults working with Reception children have completed the Early Years First Aid (paediatric) training and other staff in school are also trained.

Basic First Aid kits are kept in each classroom and disabled Toilet. Cupboards housing First Aid boxes are clearly marked. Class Teacher/TA keep boxes stocked and let office know when further supplies are needed. Trip first aid kits are kept outside the staffroom.

#### **First Aid**

All incidents that are seen by an adult are recorded in the Class First Aid Book. The midday supervisors have first aid booked but more major incidents may need to be reported to the Headteacher/Administrator, so that a decision can be made as to whether official paperwork needs to be completed and returned to County. Parents/carers are informed of the injury if significant and of any first aid administered to the child. If a child has incurred a head injury a lilac slip is also sent home to the parent/carer with details of the injury, date and time. First aid slips should be completed by the adult who is dealing with it at the time. The child should be handed to the parent/carer at the end of the day.

#### **Administering Medicine**

If a child needs to have medicine administered the arrangement is the ultimate responsibility of the Head. However other staff can administer with permission.

Medicines must be given into the office, clearly labelled with the child's name. The Administrator or the Head will normally agree to look after medicine and administer according to the written instructions supplied by parents / carers on a signed Authorisation Form. A record of the medicine taken is then made on the appropriate form in the office. All medicines are to be kept in a lockable cabinet. Aspirins are kept in cabinet in case of Heart attack in adults

## **Inhalers**

Any child needing to have access to an inhaler/Volumatic for asthma one is kept in the classroom and a spare in the office first aid cupboard. KS2 children are expected to take responsibility for their inhalers. Inhalers must be taken into all lessons or must have access to them and also on school trips.

It is the parent/carers responsibility to ensure that medication kept in school is in date. Class Teacher/TA to monitor. Children with severe medical conditions that require prompt treatment are identified in the Classroom, Staffroom and Office. A record of Medical Conditions is kept securely in each classroom and a care plan for children with any long-term ailments, medical conditions or allergies.

## **School Pond**

See separate Risk Assessment, if taking children out to the Pond area in the school grounds.

## **Forest School**

See separate Risk Assessment.

## **Outside Visits**

A list of children with medical conditions and any medication needed is taken, under the responsibility of the Class Teacher (see Health and Safety Offsite Visits). A list of parents name and contact details must be taken offsite. Teachers should contact parents directly for serious incidents and complete a first aid slip.

If an incident happens off site then the procedure is as follows:

- Adult made aware of incident
- Check injuries
- Seek more help if needed or not trained in first aid
- Complete first aid slip with child's full name
- Make other staff aware of the child's injury
- If serious injury, phone parent directly (contact details will be in your pack) along with the risk assessment
- Phone school and give child's full name and date of birth and description of the injury
- Check on the child regularly throughout the day and record times the checks took place
- Take the child to the parent at the end of the day and explain what has happened, give the first aid slip and report any treatment/first aid given

All areas have Red Triangles that clearly identify location and are to be used if urgent assistance is required.

This policy is scheduled for review annually.

Signed: *D. Milford*

Headteacher