



Thundersley Primary School Procedures for First Aid

General Procedures

Materials, equipment and facilities:

The school will provide materials, equipment and facilities as set out in DFE 'Guidance on First Aid for schools'.

The location of First Aid Kit is:

**The main School Office - Yellow building
Business Manager's Office - Green building**

The contents of the kits will be checked on a regular basis by Office Staff.

Information on First Aid arrangements

The Headteacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.

In addition, the Headteacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with First Aid qualifications.
- Location of First Aid boxes.

All members of staff will be made aware of the School's First Aid policy.

Training

First Aid training is carried out in line with current Health and Safety recommendations. This is every 3 years as Appointed Person First Aid and every 3 years in Paediatric First Aid. The names of employees trained in First Aid are displayed around the school.

Off-site activities:

At least one First Aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, Epipen etc.

A person who has been trained in First Aid will accompany all off site visits.

Procedure for the treatment of injuries

All staff who regularly deals with injuries will be First Aid trained. Injuries will be assessed by First Aiders as to their severity and action taken accordingly.

Minor injury

Bumps, bruises and sprains will be treated with a cold compress/cold pack. These are located in the fridge in the main Office. These should be wrapped in a blue paper towel first to prevent contact with the skin and should be checked regularly to avoid ice burn. Plasters are available for children should they need one. Members of staff must check whether the child has an allergy to plasters before use.

All treatment of minor injuries is to be recorded in a duplicate book with the top copy given to the pupil to give to their parents/carers. Details should include full name of child, class, date, time, nature of injury and First Aid administered.

Gloves must be worn when dealing with blood and/or other body fluids.

Pupil accidents involving their head

The Governing Body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'Head bump' sticker will be placed on the child's jumper or shirt and a general note given in the case of children in EYFS, Years 1 to 4. In the case of children in Years 5 and 6 a red 'Head bump' letter and a general note will be given. Children to be advised to give the note to the parent/carer at the end of the day.
- Red 'Head bump' forms and 'Head bump' stickers are kept in the main School Office.
- If deemed necessary by the Office Staff, a telephone call to the parent/carer will be made to inform them of their child's bumped head.

More serious injuries

Upon being summoned in the event of a more serious injury, the First Aider is to take charge of the First Aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate First Aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness

- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the First Aider is unsure of the severity of the injuries

Transport to hospital or home:

The following considerations will be taken by the Headteacher or Deputy when deciding whether to transport a child to hospital or home.

- Where the injury is an emergency, an ambulance will be called following which the parent/carer will be called.
- Where hospital treatment is required but it is not an emergency, then the parents/carers will be contacted for them to take over responsibility for the child.
- If the parents/carers cannot be contacted then the Headteacher may decide to transport the pupil to hospital.

Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

Informing Parents/Carers

In the event of an accident involving a child and First Aid being administered, where possible it is our policy to always notify parents/carers of their child's accident, either by duplicate letter or phone call.

Review

These arrangements will be reviewed on an ongoing basis.