



Guyhirn Church of England Primary School & Pre-school

Member of the Diocese of Ely Multi Academy Trust

This policy was ratified on:	5th November 2015
Reviewed in:	2016, 2017, 2018, September 2019
To be reviewed:	September 2020

First Aid Policy

Our Vision

Agape – To live, to learn, to love together

Through our Christian values we aim to inspire all of our school community to show equality and tolerance to all in a safe, challenging environment.

Developing resilient, aspirational and compassionate individuals who are enthused by all faiths and lifestyles showing faith and belief in one another.

“Live in agreement with one another. Do not be proud but ready to mix with everyone. Do not think yourself better than others.” - Romans 12:16

“An intelligent heart acquires knowledge, and the ear of the wise seeks it out.” - Proverbs 18:15

“Love the Lord your God, and love your neighbour as yourselves.” - Matthew 22:37

Our Values

We are a small, family centered Church of England Primary School that is committed to promoting our Christian values of Thankfulness, Compassion, Creativity, Peace, Hope, Endurance, Forgiveness, Tolerance, Kindness, Respect, Trust and Friendship each linked with the core value of Love.

We are determined to create an inclusive culture of learning where everyone will be challenged in their thinking, to succeed to the best of their abilities and strive to become lifelong learners.

We will empower our children to become respected citizens to enable them to make valuable contributions locally, globally and to contribute to our world's sustainable future.

1. TRAINING

All teaching and non-teaching staff are offered training in First aid.

There is always at least one member of staff holding an 'Emergency First Aid at Work' qualification, which is regularly updated and includes Paediatric training.

The number of qualified personnel and relevant qualification level are displayed within appendix 1 attached to this document .

2. Location of First Aid equipment

The first aid station would be recognised as situated next to the photocopier.

Responsibility for the location and upkeep of first aid boxes is delegated to the office staff, to whom any shortfalls, depletions of stock or items nearing end of use date should be reported.

- There are first aid kits sited as follows:
- Main supplies in cabinet (located in Tigers & Lions cloakroom area)
- Subsidiary box in office
- Catering box in kitchen
- Mobile kit in classrooms
- Portable bags for kits to be used on trips and at lunchtimes, stored first aid station.

3. RECORDING OF ACCIDENTS

- All accidents, however minor, must be recorded by the person attending to the casualty in the accident book kept at the First aid station. A pen is used to record incidents and the book is not loose leaf.
- All accidents, other than those of a minor nature, and particularly those requiring further medical attention must be reported to the Headteacher or Assistant Head.
- Parents will be informed immediately should a child's condition give cause for concern.
- All head injuries and any other injury that has caused a child undue distress, will be entered on the medical slip **AND** reported via telephone to parents.. This will accompany the child when he/she leaves the school site. Children will also be given a head bump sticker so all staff are aware of the need to keep an eye out for the child.
- Supplies of the parents' information/incident sheet are kept in the staffroom.

4. CARING FOR INJURIES

- All foreign bodies will be left for treatment by medical professionals – this includes splinters.
- All wounds will be washed with clean drinking water and gauze, and left uncovered unless this will cause them to rub against clothing, or there is running blood. Open wounds will be covered.
- Twisted ankles, banged knees, strained wrists etc will have a cold compress applied to the site of the injury. The injury will be rested.
- Nosebleeds will be treated by pinching the fleshy part of the nose, with the child's head in a normal position.
- When dealing with blood or any bodily fluids, the person treating the casualty will wear disposable gloves.
- Bodily fluids will be cleaned up with water (and absorbant granules where necessary), which are kept in the Cleaning cupboard.

5. Educational Visits/trips

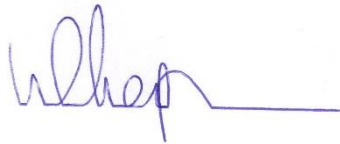
A first aid kit will be taken on all trips outside the school grounds.

There will be a trained first aider accompanying all school trips to administer first aid.

CONCLUSION

Most injuries that occur around school are of a minor nature. By following the procedures described above, we aim to ensure that while they are in our care, children will receive appropriate treatment and that we will respond effectively to incidents of a more serious nature.

Signed:



Chair of Governors

26th September 2019

Reviewed and updated September 2019

Staff First Aiders

(Updated September 2019)

Staff Holding Current First Aid at Work and or Paediatric First Aid Qualification

	Name	Role	Date completed	Expiry Date	Type
1	Karen Milnthorpe	Head Teacher	31.01.17 16.07.19	30.01.20 15.07.22	Paediatric Emergency
2	Emma Britchford	Assistant Head	31.01.17 16.07.19	30.01.20 15.07.22	Paediatric Emergency
3	Heidi Raine	Teacher	16.07.19	15.07.22	Emergency
4	Bev Cawston	Teacher	7.02.18 16.07.19	06.02.21 15.07.22	Paediatric Emergency
5	Emily Garner	Pre-School Leader	31.01.17 16.07.19	30.01.20 15.07.22	Paediatric Emergency
6	Sheala Allen	HLTA	03.04.19	02.04.22	Paediatric
7	Harri Bell	TA	07.06.19	06.06.22	Full 3 Day First Aid at Work inc. Paediatric
8	Diane Brown	TA	31.01.17 05.12.18	30.01.20 04.12.21	Paediatric Emergency
9	Heidi Edwards	Admin	31.01.17 16.07.19	30.01.20 15.07.22	Paediatric Emergency
10	Joanne Egginton	TA	31.01.17 16.07.19	30.01.20 15.07.22	Paediatric Emergency
11	Lyn Smith	TA	31.01.17 16.07.19	30.01.20 15.07.22	Paediatric Emergency
12	Sarah Tegerdine	TA	25.01.19 25.01.19	24.01.22 24.01.22	Full 3 Day First Aid at Work inc. Paediatric
13	Laura Willis	TA	16.07.19	05.07.22	Emergency
14	Marianne Gordon - Farleigh	Admin	31.01.17 16.07.19	30.01.20 15.07.22	Paediatric Emergency


Chair of Governors