



Tenterfields Primary Academy

Policy for First Aid

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are safeguarded and given the same care and understanding in our school.

The school has a separate policy for the administration of medicines and the Reporting of Incidents and Accidents.

Purpose

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

Guidelines

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.

This policy is annually reviewed and updated.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Tenterfields Primary Academy. There are annual procedures that check on the safety and systems that are in place in this policy.

The school takes part in annual Health and Safety checks

First Aid Policy Guidelines

First aid in school

At Tenterfields, we ensure that there is at least **one emergency first-aid trained and one paediatric first-aid trained** member of staff in school at all times (during the school day and extended school day).

This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible, staff absences.

All lunchtime supervisors and LSA's are first aid trained with updated training currently reviewed continuously to exceed current legal requirements.

For each break time the school has nominated first aiders.

When children are taking part in off-site visits, we ensure that a first-aider accompanies.

Staff are expected to identify this member of staff when planning any visits.

For Foundation Stage (Reception) visits, we ensure that a paediatric first-aider accompanied the group.

During activities outside of the school day (after school clubs), there is a designated first-aider onsite at all times.



Training

All relevant staff are offered emergency first-aid training, including Forest Schools Teaching staff.

New lunchtime and LSA staff are required to complete Paediatric first aid training as soon as available.

The school keeps a register of who is first-aid trained and when their training is due for renewal. The office staff and designated first aid coordinators are responsible for organising first-aid training.

Roles and Responsibilities

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

Appointed Persons:

The Head Teacher, Deputy Head Teacher and/or SLT/MMT are appointed persons within school to call the emergency services if/when required due to illness or injury, with the support of qualified first aiders.

All staff who administer first aid do so with child protection at the forefront of their actions. No adult is to administer intimate examinations (for example child having to remove any clothing to assess the injury) without being accompanied by another member of staff.

First Aid Facilities

The school has one central first aid locked cupboard in the teacher ppa room. This cupboard contains central medications for pupils throughout school, including support inhalers, epi-pens, anti-histamine medication and medication paperwork.

This cupboard should be locked at all times and only opened by an adult. The key for this cupboard can be found in the grey key box directly above it.

The school has first-aid medical boxes and cabinets in various prominent locations around school.

These boxes and cabinets contain sufficient first-aid materials to administer first aid as recommended by the HSE.

The school has a number of travelling first-aid containers used for off-site visits. These are kept in the DT cupboard, and contain supplies recommended by the HSE.

Inventories are kept of all first-aid supplies by the First aid coordinators.

Accident and Injury Reporting

All first-aid incidents should be recorded in the first-aid record book. Wherever possible staff should speak to the parent/carer concerned. When this is not possible a slip should be completed and sent home. Where a child has a serious injury or injury to the head, the staff member should inform the head teacher or senior teacher who will decide whether parents should be contacted immediately.

All serious injuries should be reported to the head teacher or senior teacher and should be recorded in line with Dudley Metropolitan Borough guidelines. This is completed in the school office.

Calling the emergency services

In the case of major accidents, it is the decision of the head teacher/senior teacher/first aid coordinators if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child



4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the school admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle.

If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately.

All contact numbers for children and staff are clearly located in the school office.

Date: November 2017

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Mrs A Clayton: First aid coordinator

Mrs S Peacock: First aid coordinator