



Greenholm Primary School

Policy for First Aid

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. The administration of first aid can and does save lives.

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. This policy is written with reference to the LA guidelines for First Aid.

The administration and organisation of first aid provision is taken very seriously at Greenholm Primary School.

First Aid Policy Guidelines

First aid in school

At Greenholm Primary School, 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 first aider person present; with additional first aider to cover off-site visits, and to cover possible staff absences.

All the Lunchtime team were first aid trained, as well as all the Teaching assistants along with two members of the Senior team. All have completed the full paediatric first aid training. Other members of staff, including the caretaker and the Cook have completed the First aid at work training. This means that there are always first aiders on site throughout the day who could be called upon at short notice to provide first aid if the need arises.

In Foundation Stage all staff members have emergency first aid training and at any one time there is a member of staff with Paediatric first-aid training.

For each lunchtime the school has nominated first aiders.



When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits. For Foundation Stage visits, we ensure that a paediatric first aider accompanies the group.

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

Training

All staff are offered emergency first-aid training.

New staff members are offered training as part of their induction process. The school keeps a register of who is first-aid trained and when their certificate expires. This is kept in the school office

The head teacher is responsible for organising first-aid training.

The head teacher is first aid trained and two members of the SLT are paediatric first aid trained.

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 is the appointed person within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the head teacher the senior teacher as identified will carry out this role.

First Aid Facilities

The school has a small medical room opposite the current year 1 classrooms.

The school office keeps a fully stocked first aid kit and there is also one in every classroom and learning space. The Lunchtime team have their own first aid kit.

The school has two travelling first-aid kits used for off-site visits. These are kept in the Jubilee block and the other is on the landing.

Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first aid container.

Accident and Injury Reporting

It is recognised that most first aid incidents that occur in school are very minor, but these should still be recorded in the class incident books. Lunchtime supervisors record all incidents in their own first aid log.

Wherever possible staff should speak to the parent/carer concerned. When this is not possible a slip should be completed and sent home. With head injuries, even small bumps, children should receive a slip to inform parents that they have had a bump to the head. 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 on line. This is completed in the school office.
The school has three defibrillators and all staff have had training on the use of these

Calling the emergency services

In the case of major incidents, it is the decision of the head teacher or person in charge to decide 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 Office 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.

In the event of a child needing to be taken to hospital, and the school is unable to contact the parents, a Senior member of staff who is known to the child should go with them and the child's card should be taken with them to ensure swift action.

The school will continue to contact parents to ensure that they know what is happening and which hospital the child is attending.