



First Aid Policy



Spaxton CofE Primary School

‘Together we flourish and achieve’

Statement Rationale

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.

Purpose

This policy;

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

First Aid Policy Guidelines

New staff to the school are made aware of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

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

Training

All staff are offered emergency first aid training and all staff undertake a rolling program of retraining. Two/Three members of staff are Paediatric first aid trained (R Skews/C Tomlins) and updated as and when needed. First aid kits are available in all classrooms and two are located in communal areas(corridor to hall and staff room) with a small first aid bag for school visits.

Cuts

All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Minor cuts should be recorded in the accident file and parents informed. ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES. All blood waste should be placed in a bag and disposed of in the yellow bin.

Bumped heads

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given a red band to wear indicating they have bumped their head. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book with the white slip being sent home for parents.

Accident file

There is an accident book located in each classroom and should be completed for every incident where first aid is administered. Old accident books are stored in the school office. For major accidents, an HS1 and RIDDOR form must be completed online as soon as possible after the accident. These are available on EECLive <https://www.eeclive.co.uk/public/plogon.php>

Medication

All medication that is needed to be given during the school day will be kept in locked cupboard and administered by trained staff. Written parental consent will be obtained before medicine can be given. Inhalers/medicated hand creams etc... are to be kept in the classroom and taken with us during school visits. Any medication administered will be recorded, with date and time as well as who administered it.

Defibrillator

There is a defibrillator located within the village at the Village Hall. When opening the defibrillator clear instructions are given to follow and any equipment needed e.g. scissors/gloves are provided in the attached bag. Calling the emergency services Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: 01278 671409
2. Give your location as follows: Spaxton Cof E Primary School, High Street, Spaxton, Somerset
3. State that the postcode is: TA5 1BS

4. Give your name:
5. Give name of child and a brief description of child's symptoms
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party. It is important to : Speak clearly and slowly and be ready to repeat information if asked and be prepared to answer if the patient is breathing prior to giving any other details

R Skews September 2021

Policy Reviewed by:	IHT – Keith Atkins/Rebecca Skews Gov –
Signed:	
Dated:	