



HIGHBURY PRIMARY SCHOOL

GOVERNORS' FIRST AID POLICY

Highbury Primary and Nursery School's mission is:

- To be an inclusive, safe and caring community where each member is equally valued and nurtured to develop their potential.
- To achieve academic excellence by ensuring each pupil performs to the best of their ability.
- To work together as a team with parents and carers within the community to promote respect responsibility for the benefit of all.

First Aid Policy

POLICY STATEMENT

Schools are required to make first aid provision for staff, pupils and visitors at all times when on the school premises. This policy should be read in conjunction with the Health and Safety Policy and the Administration of Medicines Policy. Reading these policies will be part of the induction of all new staff. As part of the induction process new staff are given details of the first aiders in school and shown where first aid supplies are stored.

PURPOSE

This policy:

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

APPOINTED PERSONS

In school we ensure that there are at least two emergency first-aid trained and one paediatric first-aid trained members of staff in school at all times, although the actual numbers of trained staff are higher. This ensures that all areas of the school have at least two competent persons present; with sufficient to 'spare' to cover off-site visits and as far as possible, staff absences. A member of office staff, Mrs Beckham, Mrs Faithfull will take charge when someone is injured or becomes ill and call the emergency services.

Certificated First Aiders

Names are available upon request.

First Aid Room

Our medical room is located by the main office. The first aid cupboard meets St Johns Ambulance recommendations. First Aid Kits are located in all classrooms, the staff room, after school club and in each minibus. Travelling first-aid kits are also available from the school office. The office is responsible for the inventory, upkeep and stock of first aid supplies and should be informed of any shortages. Stock should be checked for expiry date in a timely fashion.

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

Accident and Injury Reporting

All pupil first aid incidents should be recorded in the first aid record book. If necessary staff should speak to the parent/carer concerned. Where a child has any bump to the head, the parent/carer will receive either a phone call or a bumped head letter will be sent home with the child. The child will also be given a bumped head sticker to wear for the remainder of the day which will serve as a reminder to any additional adults working with the child. Where a child has a serious injury, the staff member should inform the headteacher or deputy headteacher. Parents will be contacted immediately. An accident report form should be completed when a child has a more serious accident e.g. a broken bone.

An accident report form should be completed by any adult who has suffered from any type of accident or incident. These forms are available in the school office. Samantha Beckham is the appointed Health and Safety Officer and oversees these procedures, whilst the Headteacher maintains all responsibility as duty manager.

Calling the Emergency Services

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

- State what has happened
- The casualty's/child's name
- The age of the child
- Whether the casualty is breathing and/or unconscious
- The location of the school

In the event of the emergency services being called, a member of staff should wait by the entrance to guide them in. If the casualty is a child, the parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for staff and children are located in the school office.

References

The following references can be found in the first aid/medical room:

- Asthma Guidance
- Administration of Medicines Policy
- First Aid Policy

- Guidance on First Aid in Schools
- Guidance on Content of First Aid Containers

Conditions requiring immediate first aid emergency treatment

Pupils who require this treatment are highlighted and their treatment record in the staff room and medical room. Staff who work with these children should be trained in this treatment annually.

- Acute allergy reaction or anaphylactic shock
- Diabetic hypoglycaemia
- Major fits

The medication for these treatments will be kept in a secure place in the medical room.

Safeguarding

If at any time a child's clothing must be lifted or removed to ascertain the extent of an injury to a personal area, the child must be asked/advised of your intentions to move their clothing and be in full agreement. If they aren't, record this, don't proceed and contact the parents. For injuries such as grazed knees which still may involve lifting clothes always ask first and request that it is the child that moves the clothes.

Conclusion

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

Approved by the governing body:

Date: February 2017

Review date: February 2019