

Linacre Primary School



First Aid Policy

Linacre Primary School – First Aid Policy

In our school (including our Nursery Class), staff are able to take action to apply first aid treatment in the event of an accident or illness involving a child or adult. At least one member of staff in the EYFS with a current paediatric first aid certificate is on the premises, or on an EYFS outing at any one time. The first aid qualification includes first aid training for infants and young children. We aim to ensure that first aid training is local authority approved and is relevant to staff caring for young children. We also have a number of staff who hold First Aid at work certificates and Emergency First Aid Certificates who have completed an approved training course. A current list of those with First Aid Certificates is held by the Headteacher including the date when their certificate expires.

The nominated first aider takes care of the first aid equipment, including weekly and monthly checks are made on minor and major first aid kits respectively to ensure that they are always appropriately stocked with the correct items and that these are all in date. They also ensure that, in conjunction with the Headteacher, Assistant Headteacher and/or administrative staff, an ambulance or other professional medical help is sought as soon as possible when necessary.

Our first aid kits are accessible at all times.

In addition to the major first aid boxes, minor boxes are available at all times. Each box should be supplied with:

- 10 pairs of disposable plastic (PVC or vinyl) gloves.
- Gauze
- Tape x 2
- Plasters
- Wristbands (Nursery and Infants only)
- Bumped head letters (Juniors)
- Minor injury letters (Juniors)
- First Aid kits in the Nursery Class also contain a children's forehead 'strip' thermometer.
- Lunchtime Supervisors are also provided with an infant and junior first aid kit which is collected from the school office each day.

Minor First aid boxes are checked and replenished weekly by the nominated first aider; major boxes are checked monthly.

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- No un-prescribed medication is given to children, parents or staff.
- At the time of each child's admission to the school or child care setting, parents' written permission for obtaining emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents also sign a consent form on admission allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

PROCEDURES

- All injuries to a child, with the exception of very minor injuries, must be seen by a trained first aider (see appendix for list of first aid trained staff), who should decide on the most appropriate course of action, in line with the policy outlined below.
- All significant injuries must be reported by the person who initially dealt with the incident in one of the school's accident books in line with the policy outlined below. Completed accident records are taken to the school office at the end of each working day. For minor accidents, the child is given a wristband to wear and parents are informed at the end of each session. For very minor injuries/accidents where it is sufficient for the parent to be informed at the end of the school day, entries are made into the appropriate accident book; one is kept in the infant corridor on the windowsill outside Willow class, the other in the Junior library. In these cases, a wristband will be put on the child and the parent informed by a written slip at the end of the day when the child is collected.
- More serious injuries/accidents, where it is necessary to inform the parent immediately, First Aid Pupil Accident Book in as much detail as possible. These incidents are reported to the school office immediately and parents are informed; an ambulance is called if necessary.
- Lunchtime Supervisors follow the same procedures, as outlined above for Reception to Year 6 and Key Stage Two.

Review Date: November 2019

Appendix i

First Aid Staff trained

Training completed – St John's Ambulance - 15.6.2018

Mrs C Bain

Mrs J Jackson

Miss K Moore

Mr L McClinton

Mrs J McCann

Mrs A Nugent

Mrs M Powell

Mrs H Pilkington

Mrs B Roberts

Training Completed – Level 2 Award First Aid Training – 16.11.2018

Mrs K Harrison

Mrs F Bennett

Mrs P Johnson