

Brunshaw Primary School



***‘Inspiring children to be resilient and aspirational learners,
within a positive and considerate community.’***

First Aid Policy

December 2023

Agreed by Governors

The administration and organisation of first aid provision is taken very seriously at Brunshaw Primary School. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

This policy is written in line with reference to:

Supporting pupils at school with medical conditions (Dec 2015)

Statutory framework for the early years foundation stage (3rd April 2017)

Guidance on first aid in schools (DfEE)

First aid in school

At Brunshaw Primary School:

- there are fourteen paediatric first aiders across both buildings and 37 staff first aid trained in all.
- All first aid across the school will be administered by one of the trained first aiders, and all staff are clear about who the first aiders are. They carry a first aid kit to make them visible to all.

The person administering first aid completes the relevant paperwork on the log in their first aid bag and ensures that the child is given a letter. If the injury is to the head, including the mouth, and there is a break in the skin or if there is a substantial mark, they then ring home. Parents can then make decisions about the next steps to be taken.

When children are taking part in off-site visits, a first-aider accompanies all groups. Visit leaders identify this member of staff when planning visits.

The school keeps a list of who is first-aid trained and when their training is valid until. This is displayed in every classroom. The medical lead is 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

An appointed person is someone who:

- * takes charge when someone is injured or becomes ill
- * oversees the first-aid equipment e.g. restocking the first-aid container
- * ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons may not be first aiders. They should not give first aid treatment for which they have not been trained.

The head teacher and deputy head teacher are appointed persons within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of these staff members, senior staff will carry out this role.

Location of first aid kits

Every first aider has a first aid kit. If there is more than one person first aid person trained in a classroom, one bag is sufficient between the two.

The bags contain agreed supplies, first aid paperwork and a checklist of what should be in the bags. Each first aider checks that the first aid kit is kept fully stocked and lets the office know if any further items are needed. The medical lead will check the central stock on a half termly basis.

First aid procedures

- Hands must be sanitised/washed before carrying out any first aid
- Gloves must be worn if dealing with blood
- Anything with blood or any bodily fluids must be put into a nappy sack (in first aid kit) and put this in the yellow bodily fluids bin in the disabled toilet, near FSW room
- All first aid is recorded on the first aid log in the bag
- Only disposable ice packs must be used on broken skin
- If an ice pack is being used on unbroken skin it can be a reusable ice pack located in the staffroom freezer. This must then be wiped with a disinfectant wipe and returned
- The slip from the medical book must be sent home. If the children is in Reception to Year 3 inclusive, the class teacher will give it to the parent / carer
- First Aiders must let the office know if they are getting low on any supplies, giving plenty of time for re stocking
- Only trained first aiders carry out first aid
- Completed first aid logs must be kept and then given to the office to archive in The Medicine In School file which is stored in the office.

Accident and Injury Reporting

All first-aid incidents are recorded in the log in the first aid bag. Whenever any first aid has been administered to a child:

- The medical log is completed
- The carbon copy of the log must be sent home (teachers in Reception to Year 3 to hand to adult)
- If a child forgets their head injury letter, a phone call hall must be made to carers.
- If the first aider deems it appropriate, they call parents/carers and invite them to come into school to decide whether the child needs further medical attention or whether the child needs to go home

- Where a child has a serious injury or injury to the head (including the mouth), the first aider should inform the head teacher, deputy head teacher or senior teacher who will decide whether parents/carers should be contacted immediately
- All serious injuries should be reported to the head teacher, deputy head teacher or senior teacher and should be recorded on line. This is completed in the school office. If a child receives external medical treatment as a result of an incident in school, then it is reported to RIDDOR (Reporting of injuries, diseases and dangerous occurrences) by a member of SLT

Calling the emergency services

In the case of major accidents, it is the decision of the head teacher/deputy head teacher/senior teacher 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 staff waits by the school gate and guide the emergency vehicle.

If the casualty is a child, their parents/carers are contacted immediately and given all the information required. If the casualty is an adult, their next of kin are called immediately. All contact numbers for children and staff are clearly located in the school office.

Updated: December 2023