



**Hindhayes Infant School**

**First Aid policy**

**April 2023**

At Hindhayes, we believe success is based on the partnerships between pupils, staff and the parent community. We endeavour to enrich and develop each child to be a successful individual that will become an active community citizen of the future.

Approved on: \_\_\_\_\_

Signed: \_\_\_\_\_

Role: \_\_\_\_\_

**Introduction**

The purpose of this policy is to provide a policy statement and guidance on good practice to help Hindhayes Infant School establish suitable first aid arrangements. Although legislation only applies to providing first aid for employees, we have a general duty of care to many non-employees and we need to consider them in our assessments of first aid provision.

An assessment of the first aid needs of the school has been carried out by the Head teacher who has overall responsibility for Health and Safety. First aid procedures are recorded according to the principles in this policy.

Staff who become first aiders do so on a voluntary basis. A list of first aiders with their up to date qualifications is displayed in the school office, in the staffroom and by the playground doors. First aiders can be identified by their first aid lanyard. First aiders must hold a valid certificate of competence issued by an organisation approved by the HSE. Refresher training will be offered on a regular basis. At least two members of staff will hold a paediatric first aid qualification at all times and Forest School First Aid will be held by those staff members who lead Forest School.

**First Aid Co-ordinator will:**

- Ensure the maintenance of first aid boxes and facilities;

**Emergency First Aiders at Work will:**

- Act safely, promptly and effectively when an emergency occurs at work; for an employee, pupil, volunteer, parent or external visitor / contractor.
- Promptly and effectively administer cardio-pulmonary resuscitation, care for an unconscious casualty and to the wounded and bleeding;
- Administer first aid to a casualty who has suffered a scald or burn, suffered an injury to bones, muscles or joints, suffering from shock, eye injury, poisoning, or has been overcome with gas or fumes;
- Maintain simple, factual records and provide written information to a doctor or hospital as required;
- Not give first aid for which they have not received training.
- Attend re-qualifying course every 3 years.

**Managers with First Aid responsibility will:**

- Assess the first aid requirements in terms of equipment, facilities and personnel required, considering the risks to employees and non-employees;
- Ensure the outcomes of the assessment are implemented;
- Ensure suitable persons are selected to undertake first aid duties;
- Ensure suitable first aid cover at all times ie trips, out of hours activities;
- Arrange and keep records of training and refresher training for first aid personnel;
- Ensure there is appropriate signage to ensure employees are aware who and where first aiders and equipment are located;
- Ensure that employees report the use of equipment from the first aid box and that first aid boxes are periodically inspected;
- Provide information to employees on first aid arrangements.
- For major incidents involving a child being sent to A&E or Minor injury unit, the child will be sent home with a Medical Follow-Up form for completion on return to school and an incident report will be completed on EEC safety suite.

**Paediatric First Aiders will:**

- In addition to the above list will attend incidents involving children in Reception or younger

**Forest School First Aiders will:**

- In addition to the above list will attend incident that occur during Forest School.

**First aid treatment in school**

In the event of injury or medical emergency a first aider must be contacted immediately. If the situation is life threatening an ambulance must be called immediately. If not life threatening the first aider will decide in conjunction with Senior Management whether an ambulance should be called. Pupils with routine medical problems – sickness/headaches etc should be sent to the office and parents advised.

All staff involved in first aid should follow the basic hygiene procedures and take necessary precautions to avoid infection. Single use disposable gloves must always be worn. Care should always be taken with body fluids.

**First aid kits**

There is a first aid kit in each classroom. One member of staff has responsibility for topping them up as necessary. First aid kits are also kept in the Willow room for use at Lunch and Play times.

**First aid treatments**

- Minor first aid treatments are recorded on forms available in First Aid kits. The form is then given to the class teacher who informs parents. The record slips are then sent to the school office for monitoring and filing.
- The parents of children who have bumped heads are always notified by telephone and a dated "Head Bump" wrist band will be worn. We encourage parents to collect their children if the bump is severe.

**First aid treatment out of school**

Teachers on trips must take a mobile phone. Mobile first aid kits and personal medication must also be taken (eg inhalers).

**Medication**

Only medication that has been prescribed by a doctor can be administered by school staff and all medication must have a named prescription label attached.

A medicine permission form should be completed by the parent/carer for each medication, stating dosage needed and time to be administered.

The chart at the bottom of the medication form should be dated, signed and witnessed for each dose of medication to ensure that no duplicate dose will be administered in error.