

Gunthorpe Primary School



First Aid Policy

Head Teacher	Fran Hollingsworth	Sign and Date: F. HOLLINGSWORTH 07.07.2020
Chair of Governing Body	Yvette Bell	Sign and Date: Y. BELL 07.07.2020

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the pupil from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible. This document is to be read in conjunction with the **Gunthorpe Primary School Medical Policy**.

1. Statement of First Aid Provision

The School's arrangements for providing First Aid will: -

- Place a duty on the Headteacher and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using appropriate forms to the relevant health and safety organisation;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees and maintain records of training / review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parent / guardian that first aid treatment was given to the child.

2. Arrangements for First Aid

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are: - outside the staffroom (KS2) / in conservatory area (KS1) / each class has own kit / 6 portable kits for Midday Supervisors / 3 Travel Kits for trips.

A Standard First Aid Kit will contain the following items:

Leaflet giving general advice on First Aid
20 individually wrapped sterile adhesive plasters assorted sizes
4 triangular bandages
2 sterile eye pads
1 hypoallergenic adhesive tape
1 face shield
6 medium wound dressings
2 large wound dressings
3 extra large wound dressings
3 pair of disposable gloves
1 shears
1 finger dressing
1 foil blanket
1 eye wash

The contents of the Kits will be checked on a regular basis by the team of first aiders.

An up to date list of first aiders in school can be found in the main office and staff room.

Before undertaking any off site activities, the level of first aid provision will be assessed by the Headteacher and at least one First Aid Kit will be taken along.

3. Information on First Aid Arrangements

The Headteacher will inform all employees at the school of the following: -

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition, the Headteacher will ensure that signs are displayed throughout the School providing the following information: -

- The names of employees with First Aid qualifications;
- Location of the First Aid Boxes.

All members of staff will be made aware of the School's First Aid Policy. No member of staff should attempt to give First Aid unless they have been trained.

4. Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required a 'Head Bump' phone call to parents and a letter will be sent home to the parent / guardian.

5. Transport to hospital or home

The Headteacher will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent / guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts, then the Headteacher may decide to transport the pupil to the hospital.

Where the Headteacher makes arrangements for transporting a child then the following points will be adhered to: -

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

6. Policy Statement

The Headteacher and Board of Governors of Gunthorpe Primary School accept their responsibility under the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The staff of Gunthorpe Primary School recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 and agree to abide by the appropriate procedures for reporting accidents.