

First Aid Policy

The Governors and Head Teacher of Wheatley Hill Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations 1995. The provision of First Aid in School will be in accordance with the authority's guidance on First Aid in School.

The school's arrangement for carrying out the policy include:

- A duty of the Governing body to approve, implement and review the policy.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review it annually.
- Establish a procedure for managing accidents in school which require first aid treatment.
- Provide information for employees on the arrangements for first aid.

Arrangement for First Aid – Materials, equipment and facilities

Appointed Person

Currently the appointed person is Nichola Booth. She will regularly check that materials and equipment are available and will ensure that new materials are ordered when supplies are running low.

First Aid Kits

There is a central **First Aid Room** located in **room 15** in the 'Pathfinder's corridor'. This contains all of the materials, equipment and record files for the School. There is also a small fridge to store any medicines that require refrigeration. Stock can be taken from here to maintain the stock of the other smaller first aid areas in school. It is the responsibility of the adults to notify the appointed person if stocks are running low. The appointed person will ensure this room is regularly checked and well stocked.

A **first aid cabinet** is located in the **Ladies Toilet** in the **entrance of school**. It is the responsibility of the adults to notify the appointed person if stocks are running low.

EYFS have their own **first aid box**. This needs to be stored where it is easy accessible to all staff working in that area. It is the responsibility of the adults in that area to notify the appointed person when stocks are running low.

The **Gym** has a **first aid bum bag** stored at the side of the doorway. It is the responsibility of the adults to restock anything they use and to inform the appointed person that stocks are low.

Each department in school have a **Blue Bag** for **off site visits**. The blue bag contains first aid equipment, emergency inhaler and EV4 forms. An adult will carry a mobile phone for emergencies. Risk assessments are carried out prior to any visit. It is the responsibility of the adults to ensure their bag is stocked and to inform the appointed person if stocks are running low.

Accident Procedures

Head Injuries

Any bump to the head, no matter how minor is to be treated as serious. All bumped heads should be treated with an ice pack. For minor bumps, a '**bumped head text message**' must be sent to the parent/carer.

For larger bumps, the parent/carer will be contacted to collect the child from school.

Cuts

Anyone treating an open cut must wear gloves to reduce the risk of contamination and infection. Small cuts can be cleaned and a small plaster applied if necessary.

More severe cuts should be cleaned if possible and a trained first aider to advise whether the child needs to be sent home and/or seek medical attention. A parent/carer will be contacted.

Breaking Point Injuries

If a child is hurt on a 'breaking point' (elbow, wrist, ankle, knee) an ice pack must be applied. If needed, a trained first aider will advise whether the child needs to seek medical attention or be sent home.

An incident slip, a message to parent/carer at home time or text message is to be sent home.

Major Accidents

For major accidents/incidents, 999 or 111 is to be called and parents/carers contacted immediately. A trained first aider to be in charge of situation until relevant help arrives.

Minor Accidents and Nosebleeds

For any minor accidents/incidents, first aider to use own discretion as to whether the child needs an incident note or speaking to parent/carer at home time.

For a nosebleed, the parent/carer is to be informed. If the nosebleed is prolonged or it bleeds more than once, then the parent/carer needs to be contacted.

Record Keeping

All accidents must be recorded and should be recorded in pen.

Record files are kept in the central first aid room, in the large cupboard. Each department has a yellow file with a child list in. Accident reporting sheets are to be filled in and put in the appropriate file.

For major accidents/incidents a form must be completed at the school office within 24 hours of the accident/incident. (Any accident/incident that results in the individual being taken to hospital is considered major).

Policy reviewed on 7th January 2022

Review Date: July 2023