

BRIZE NORTON PRIMARY SCHOOL

First Aid Policy

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This care should extend to emergency first aid provision, the administration of medicines to dealing with Asthma and headlice.

The school has a separate policy for the administration of medicines.

Purpose

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

Guidelines

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.

This policy is annually reviewed and updated. This policy is written with reference to the Oxfordshire First Aid Procedure.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Brize Norton Primary School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the annual Health and Safety checks by Oxfordshire County Council.

First Aid Policy Guidelines

First aid in school

At Brize Norton Primary School, we ensure that there is at least one emergency first-aid trained and one paediatric first-aid trained member of staff in school at all times (during the school day and extended school day). This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

In January 2009 11 out of the 17 members of staff were emergency first aid trained with three having completed a 12 hour paediatric first-aid course. Attached to this policy is a timetable detailing the work hours of first aiders.

In Foundation Stage all staff members have emergency first aid treatment and at any one time there is a member of staff with Paediatric first-aid training.

For each breaktime the school has a nominated first aider. All lunchtime supervisors are first aid trained as is the school cook.

When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits. For Foundation Stage visits, we ensure that a paediatric first-aider accompanied the group.

During activities outside of the school day (after school clubs), there is a designated first-aider onsite at all times.

Training

All staff are offered emergency first-aid training. The staff (teaching, teaching assistants and mid-day supervisors) received whole school emergency first aid training (6 hours) in September 2006. For these staff members retraining is due in September 2009.

New staff members are offered training as part of their induction process. The school keeps a register of who is first-aid trained and when their training is valid till. The headteacher is responsible for organising first-aid training.

The headteacher is first aid trained and three members of staff are paediatric first aid trained (teacher, teaching assistant and mid-day supervisor).

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

The headteacher is the appointed person within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the headteacher the senior teacher (Miss Wheatley) will carry out this role.

First Aid Facilities

The disabled toilet is the schools designated medical room.

The school has two first-aid medical cabinets, which can be found in the disabled toilet (medical room) and outside the staffroom. These cabinets contain sufficient first-aid materials to administer first aid as recommended by the HSE.

The school has two travelling first-aid containers used for off-site visits. These are kept in the medical room and contain supplies recommended by the HSE.

Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first aid container.

Accident and Injury Reporting

All first-aid incidents should be recorded in the first-aid record book. Wherever possible staff should speak to the parent/carer concerned. When this is not possible a slip should be completed and sent home (yellow for general injuries/red for injuries to the head).

Where a child has a serious injury or injury to the head, the staff member should inform the headteacher or senior teacher who will decide whether parents should be contacted immediately.

All serious injuries should be reported to the headteacher or senior teacher and should be recorded in the accident book (AR1). This is kept in the school office.

Calling the emergency services

In the case of major accidents, it is the decision of the headteacher/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 Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle.

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

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