

First Aid Policy/Procedure 2022



It is the school's policy to provide first aid support to someone if they are injured or become unwell in school and to ensure that the school complies with the Health and Safety (First Aid) Regulations 1981. It is our policy to have at least 1 trained first aider in each key stage who will provide first aid support as and when needed.

N.B. First Aiders are not legally permitted to give any medication to pupils.

Numbers of qualified First Aiders

Legally there is no set limit for the number of first aiders that are required, but based on the nature and size of the school, the level of risk present in the school and the distance we are from medical facilities, we aim to have at least one first aider present at all times in each key stage allowing us to fulfil our First Aid Policy.

Red Cross Card System

In each room throughout school there is a laminated red card with the room name on it. In an emergency situation where assistance or an ambulance is required, this card **must be sent to the office** with a child or another member of staff.

A member of the admin or SLT team will urgently attend that room taking with them a mobile or hands free telephone.

First Aiders

Current trained first aiders are:

KS1:

Miss K Fletcher, Mrs N Yates, Mrs L Clemson, Miss L Mortimer, Miss O Archer

KS2:

Miss B Davies, Mrs L Davis, Miss O Little, Miss L Wilcock

Lunchtime:

Mrs E Ribchester, Mrs Grindley

Paediatric First Aiders are:

Miss B Davies, Miss K Fletcher, Miss A Massey, Miss L Wilcock, Mrs S Ali, Mrs L Clemson

Qualified first aiders are able to recognise and manage any immediately life-threatening conditions. If the first aider feels that further medical assistance is required, they will arrange for an ambulance to be called.

In an emergency situation, the **RED CROSS CARD system** is to be used and a pupil or other staff member directed to the school office for the emergency services to be called.

Procedure if an ambulance is required:

STAY CALM AND GIVE AS MUCH INFORMATION AS YOU POSSIBLY CAN

- Dial 999
- Ask for the ambulance service
- You will be required to give the postcode of school **BB5 6AD**
- You will be asked some questions about the accident/incident
- Admin staff can provide further details of the child i.e. date of birth etc.
- Admin staff will contact the parents/next of kin of the injured person as soon as possible.

Equipment

First Aid boxes are located around school and are checked monthly and re-stocked by: **Mrs J Ainsworth**

Location of first aid boxes:

1. Beehive – Infant Building
2. Outside the school office – Junior Building

First aid notices are on display in:

1. Beehive – Infant Building
2. Outside the school office – Junior Building

Defibrillator

A defibrillator is located in the waiting area of the school reception area.

Medical Support

If someone is injured, becomes unwell and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, request assistance from other first aiders if necessary and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary.

In the rare case that no first aiders are available, the casualty will be assisted in getting to the nearest hospital A&E department (Accrington Victoria A & E Hospital) parents or a next of kin will be contacted.

When a first aider thinks that a casualty needs urgent medical treatment, the first aider will arrange for the casualty to be taken to the nearest hospital – if the first

aider thinks it necessary, an ambulance will be called. If the situation isn't an emergency but the casualty does need to go to hospital, then we will contact parents to arrange this. If the casualty is a staff member another member of staff will transport them to hospital.

When contact with parents is needed, this should be done via the school admin office who will retrieve contact details from SIMS or their data collection sheet. It is important we have 2 emergency contact numbers. In the absence of admin staff, pupil and staff contact numbers are located in: Mrs Ainsworth's office.

Spillages of body fluids

These must be dealt with immediately by cordoning off the area and using the appropriate spillage kit. Protective clothing must be worn when clearing body fluid spillages.

Records

Located in with first aid box is a pupil accident report book, which **MUST** be completed for **all** accident/incidents that take place in school, where the injury is considered to need to be reported.

Where a parent needs to be contacted about a serious accident/injury staff must inform Mrs Ainsworth, who will complete the LCC Accident Form and report further to RIDDOR if needed.

Staff must report all accidents/incidents relating to themselves to Mrs Ainsworth, who will complete the LCC Accident Form and the staff member must also report themselves on the oracle fusion self-service system.

Reporting to parents

When a child has had a serious incident or bumped their head, or is showing distress, parents will be contacted as soon as is feasible.

In all other instances, if deemed well enough to stay in school, the child will take home a first aid slip.