

Wimbledon Chase Primary School



First Aid Policy and Procedures November 2018

Vision Statement

Wimbledon Chase Primary School is an innovative learning community committed to excellence.

Mission Statement:

We will endeavour to achieve this by:

- Constantly striving to find and create better ways of pursuing our goals
- Providing a happy, supportive and safe environment in which everyone can achieve their full potential
- Being truly inclusive and giving every child the opportunity to develop talents
- Encouraging everyone to become creative, motivated and life-long learners prepared for an ever-changing, global community
- Valuing and respecting every member of the school community
- Recognising and celebrating success

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all, pupils, staff and visitors
- Ensure that staff and governors are aware of their responsibilities with regard to health and safety
- Provide a framework to dealing with, reporting, recording and reporting outcomes

1. Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel

The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.

2. Roles and Responsibilities

2.1 Governing Body

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

2.2 Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in school at all times
- Ensuring risk assessments are completed and appropriate measures are put in place where necessary
- Ensuring adequate space is available for catering to the medical needs of pupils
- Reporting incident to the HSE when necessary

2.3 First Aiders

The school's trained first aiders are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an ill or injured person and provide immediate and appropriate treatment
- Taking charge when someone becomes injured or ill
- Ensuring that an ambulance or other professional medical help is summoned where appropriate
- Sending pupils home to recover, where necessary

2.4 All staff

All school staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are (**see Appendix 1**)
- Informing the site manager for all incidents they attend to where a first aider is not called
- Informing the Headteacher or the lead medical person of any specific health conditions or first aid needs

3. First Aid Procedures

3.1 Accident resulting in an injury

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a relevant member of staff will contact parents immediately
- The relevant member(s) of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

3.2 Illness

In the event of a child or member of staff becoming unwell:

- The closest member of staff will seek the assistance of a qualified first aider, by either calling for help or accompanying the person down to the Welfare Room
- The first aider, if called, will assess and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- **Parents should be advised that if their child has had any bout of sickness and diarrhoea that they must not return to school for 48 hours. This is in line with advice from Public Health England and the NHS**

3.3 Off-site arrangements

A paediatric qualified first aider must accompany all trips that involve children from Early Years.

When participating in off-site activities, staff must ensure they always have the following:

- Risk assessments
- A portable first aid kit
- Specific information about the medical needs of pupils
- A member of staff trained to administer any medication needed

4. First Aid Equipment

The school Welfare Room is opposite the main school office on the lower corridor. **Anyone dealing with a first aid incident should always wear disposable gloves.**

- First aid kits are stored in, the Welfare room, the Nursery, Sparrows' classroom, and the Cookery Room
- A burns kit is stored in the cookery room
- Portable first aid kits are stored in the main office
- Large portable first aid kits are stored in the stockroom for residential trips
- The midday supervisors have a first aid kit which is in the playground at lunchtimes

5. Recording and Reporting

In the event of an injury or illness at school:

- Staff record any treatment in the medical record book
- If necessary parents are contacted by telephone, or a note sent home to inform them of the event

6. Head Injuries

Any bump to the head should be treated seriously. All bumped heads should be treated with an ice pack. Children should be given an 'I BUMPED MY HEAD STICKER/**WRISTBAND**' and a head injury letter to take home. The adults in the classroom should monitor the child closely. The incident should be recorded in the medical records book.

7. Allergic Reaction

All staff have been trained in recognising the signs of a serious allergic reaction. In the case of a serious allergic reaction a first aider should be called. If the child has an Individual Healthcare Plan this must be adhered to.

8. Sickness and Diarrhoea

In the event of any bout of sickness and/or diarrhoea the school will require parents to collect their child, as soon as possible. In line with guidance from Public Health England and the NHS children are required to be absent from school for 48 hours since their last episode of sickness and diarrhoea.

9. Short Term Prescriptions

Medications such as antibiotics or analgesics can only be administered if parents have completed a 'Permission to Administer Medication' form. This form is available at the school office. Medication must be clearly labelled with child's name and dosage. Parents are required to hand the form and medication to the school office. However, parents should try to administer medication at home, wherever possible.

This policy should be used in conjunction with the school's [Supporting Pupils with Medical Conditions Policy](#) and [Health and Safety Policy](#).

School Development Area Leader: Mrs S Dotchin

Linked Governor: ?

Signed:

Signed:

Date agreed:

Review date: