

Anston Greenlands Primary School



FIRST AID POLICY

Summer Term 2017

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First Aid Policy

The First Aid procedure at Anston Greenlands Primary School operates to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the *team* consists of qualified First Aiders and not trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for pupils, staff and visitors.
- To ensure that all staff and pupils are aware of the systems in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

N.B. The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.

FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by the school] are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the book provided in the Office. The FS2 class has a separate one for any minor incidents they have dealt with. In the case of an accident, the Accident Book must be completed by the appropriate person.

- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a bag for contaminated/used items and sealed tightly before disposing of the bag in a sanitary disposal bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

THE GOVERNING BODY will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.

THE HEAD TEACHER AND THE DEPUTY HEAD OF SCHOOL will:

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupils to feel unwell.
- Ensure that in the event that an injury has caused a problem, the pupil must be referred to a First Aider for examination.
- At the start of each academic year, ensure each class teacher/SMSA/Support Staff is aware which children are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every pupil in each year and ensure that these are readily available for staff responsible for school trips/ Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that new staff or made aware of the school first aid policy

TEACHERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are – (see list in staff room of staff who hold a current First Aid Certificate and when it is due for renewal)
- Be aware of specific medical details of individual pupils.
- Ensure that their pupils are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Reception as soon as possible by a person, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a pupil who has minor injuries to Reception if they are able to walk where a First Aider will see them; this pupil should be accompanied.
- Send a pupil who feels generally 'unwell' to reception; where they will be seen by a First Aider.
- Ensure that they have a current medical consent form for every pupil that they take out on a residential visit which indicates any specific conditions or medications of which they should be aware.
- Ensure parents/carers are made aware that their child has received first aid during the day.
- Have regard to personal safety.

OFFICE STAFF will:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil. This should be done by sending another member of staff or pupil.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Ensure all parents/carers sign for necessary medication to be administered and specify for how long and the amount to be administered. Then sign at the end of the day to say they are fully satisfied that we have carried out what they specified.
- Support teachers to ensure parents/carers are made aware that their child has received first aid during the day by signing the necessary first aid documentation.
- Ensure the first aid box is fully stocked with the necessary items at all times and replenish used stock.
- Find the teacher responsible for the pupil who generally does not feel well, so that a decision can be made with regards the best action to take.

SMSA's will:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil. This should be done by sending another member of staff or pupil.
- Send a pupil who has minor injuries to Reception if they are able to walk where a First Aider will see them (Senior SMSA during lunch time); this pupil should be accompanied.
- Report all accidents they have dealt with to the Senior SMSA, who will record all accidents that have occurred over the lunch time period in the accident book located in the School Office.
- The Senior SMSA will inform the Head Teacher or Deputy Head of any major incidents that have occurred so they can support with the dealing of them. They will then ensure that the office staff have been informed of any accidents that have occurred over the lunch time period so they can ensure parents/carers are informed when necessary and that all first aid documentation is signed.

THE EXECUTION OF THIS POLICY will be monitored by the Head Teacher, the Office Administrator, the FS2 Co-ordinator and the Governors.

Monitoring and Review

This policy will be reviewed annually in consultation with staff and Governors.

Updated: Summer Term 2017

Date for Review: Summer Term 2018

Signed by Chair

Name

Date