



First Aid Policy

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.

Purpose:

This policy.

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

Guidelines:

New staff to the school are made aware of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

Conclusion The administration and organisation of first aid provision is taken very seriously at Pentland Infant & Nursery School. There are annual procedures that check on the safety and systems that are in place in this policy.

First Aid Training:

Pentland has two members of staff who are fully qualified Emergency first aid at work. This training is refreshed every three years.

In addition to this Pentland places a high emphasis on training a number of staff across all key stages and roles in Paediatric First Aid. We have above the legal ratios of qualified first aiders in school, with almost a third of the staff team having attended a full training course and holding a recognised qualification. Again this is refreshed every three years.

Lists of First Aiders are displayed in the school office and the staffroom.

There will always be at least one First Aider within the building for any activity and accompanying any trips outside of school.

All staff attend Health and Safety updates on at least an annual basis.

First aid kits:

First aid materials and equipment are checked termly to ensure that there are suitably stocked first aid boxes throughout the school building. These boxes are marked with a white cross on a green background.

First aid kits are stored in Pre-School, Nursery, Reception Year 1 and Year 2 classes. A larger kit is stored in the school office.

Midday Supervisors are issued with a first aid box for each playground and carry this with them at lunchtime.

Emergency first aid kits are available for use during out of school visits.

Cuts:

All open cuts should be covered after they have been treated with a medi wipe. Any allergies to plasters are noted on the medical register in school. However, children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing.

Minor cuts should be recorded in the accident file and parents informed. ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES. All blood waste should be placed in a bag and disposed of in the contamination bin in the disabled toilets school.

Bumped heads:

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given a red band to wear indicating they have bumped their head. The child's teacher should be informed and keep a close eye on the progress of the child. If concerns arise about the child feeling nauseous or sleepy, parents should be called to take them for medical screening. ALL bumped head incidents should be recorded in the accident book with the white slip being sent home for parents.

Accident file:

There are accident books located in the school office and within each key stage and should be completed for every incident where first aid is administered. Old accident books are stored in the school office.

Major Incidents/Injuries:

If the first aider attending to the child considers the child to be acutely injured or unwell, they should be taken to the school office if appropriate to be fully assessed and the relevant phone calls for support to be made. If the child cannot be moved, another member should move any other children out of the way and a call made to the office immediately via the walkie talkie for immediate support.

Calling the emergency services:

The nearest member of staff must call 999 for an ambulance.

They should be ready with the following information:

1. The school's telephone number: 01924 451631
2. Give your location as follows: Pentland Infant Nursery School, Pentland Road, Dewsbury
3. State that the postcode is: **WF12 9JR**
4. Give additional information about the setting: Pentland Infant & Nursery School is in Savile Town, next door to the Markazi Mosque
5. Give your name:

6. Give name of child and a brief description of child's symptoms
7. The child's age and date of birth
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

It is important to: Speak clearly and slowly and be ready to repeat information if asked and be prepared to answer if the patient is breathing.

SHOULD YOU BE ASKED TO USE A DEFIBRILATOR, THERE IS ONE AT HEADFIELD JUNIOR SCHOOL AND A PHONE CALL WHILST A STAFF MEMBER IS ON THE WAY SHOULD BE MADE TO ALERT THEM TO BE READY TO HAND IT OVER.

At the same time of the call being made, another member of staff should urgently contact the child's parents to inform them of the situation and make arrangements for them to come immediately to school or to meet at the hospital. If they do not arrive before the ambulance, they should be kept informed as to if and where their child is being taken to hospital. Should parents not be available to attend hospital with their child, a member of staff will accompany the child in the ambulance and remain with them until their parent(s) arrive. At all points, a member of the senior management team **MUST** be alerted.

Recording Major Incidents:

For major accidents, an HS1 and RIDDOR form must be completed on the LACHSWEB online as soon as possible after the accident. These are available on the school portal. The School Business Manager is responsible for completing this form and will ask any staff present at an accident to supply the relevant information. These incidents are treated seriously and the senior management team will review the information and risk assess whether any further training or actions need to be taken to reduce any further risks.

Next Review Date: September 2023