



FIRST AID POLICY

Introduction

At Sale & Davys we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching and non-teaching staff and visitors to the school, and shall take all reasonable practical steps to fulfil our responsibility.

As part of our commitment to ensuring a safe and healthy environment we have adhered to the recommendations of Derbyshire County Council guidelines.

Aims

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all reasonable practical steps are taken to meet the needs of all site users
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises
- To ensure that all reasonably practical steps are taken to ensure the health and safety of pupils, staff and other supervising adults participating in off-site visits
- To establish and maintain safe working procedures amongst staff and pupils
- To ensure that all medicines are stored safely and administered according to instructions received from parents
- To develop first aid awareness amongst staff, pupils and other supervising adults.

First Aid Provision

The Headteacher is responsible for ensuring that there is an adequate number of qualified first aiders. There are currently 4 Paediatric first aiders and all teachers, teaching assistants and lunchtime staff have recognised first aid training. The numbers of first aid personnel is sufficient to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for after school clubs and activities including PTA events. People using the school site for evening and weekend lettings are responsible for ensuring their own adequate first aid provision. First aid training needs are reviewed on an annual basis by the Headteacher who will ensure that first aid certificates are renewed every three years. First aid notices are displayed in prominent positions, detailing the location of equipment, names of First Aiders.

School Visits

Portable first aid kits are available to be taken on all school visits and are available from Merlin and Dart classrooms. A qualified first aider is required to go on any school visit and a Paediatric first aider will accompany children under the age of 6. A qualified first aider plus another member of staff will administer medicines and inhalers, if required, during school visits. If any items are used from the portable first aid kit during any trip they must be replaced upon return to school.

First Aid Boxes

First aid boxes are placed near to the playground door in Dart Class and in the cupboard nearest the doors to the junior playground in the Griffon corridor. Mrs C Toplis will periodically check that first aid kits are kept fully stocked. Any items required may be ordered through the office.

Guidance on a minimum stock of items is currently:-

- 1 guidance card giving general advice on first aid e.g. HSE leaflet 'Basic advice on first aid at work'
- 20 Plasters – assorted sizes – individually wrapped and sterile
- 2 sterile eye pads
- 4 individually wrapped triangular bandages

Policy approved.....at a Full Governors Meeting

Date of meeting: 08 May 2019

Minute Number: 12.5

Renewal Frequency: Annual



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- 6 safety pins
- 6 medium wound dressings (sterile)
- 2 large wound dressings (sterile)
- 2 extra large wound dressings (sterile)
- Disposable gloves and aprons
- Moist cleaning wipes – not alcohol based (individually wrapped and sterile)

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile saline (0.9%) solution in sealed, disposable containers should be provided. These need to be checked regularly to ensure they are not used after the expiry date.

Travel Kits

Where provided these should contain:

- A leaflet giving general guidance on first aid
- 6 Individually wrapped sterile adhesive dressings (plasters)
- 1 large sterile un-medicated dressing—approximately 18 x 18cm
- 2 triangular bandages
- 2 safety pins
- Individual wrapped moist cleansing wipes
- 3 pairs of disposable gloves

Recording and Reporting first aid treatment

All accidents requiring first aid are recorded using the pro-forma in the accident books which are kept with the first aid boxes. There is an additional accident record located in the office. Accidents will be reported to parents by text message or telephone if necessary and in all instances of injury to the head or face. Any accidents requiring paramedic attention and/or resulting in serious injury ie bone fractures must be reported to the HSE using a 'Report of an injury or dangerous occurrence' form F2508 which is kept in the office. Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher or Assistant Headteachers who will decide on further action including overseeing the completion of the F2508 form.

In the event of a serious accident the Business Assistant will contact the ambulance services and request an ambulance. The child's parents will be informed as soon as possible. A member of staff will accompany the child to hospital if their parents are not available.

Medicines in school

Please refer to Medical Needs Policy.

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