



Tarvin Primary School

First Aid Policy

This policy;

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

New staff to the school are given a copy of this policy when they are appointed. This policy is annually reviewed and updated and has the safety of the children and adults receiving first aid as its priority.

There are annual procedures in place for first aid and the administration of medicines. The school takes part in the annual Health and Safety checks by CWAC Council.

Staff are expected to support and assist the trained first aider in their decision at all times.

All injuries are recorded for future reference on the accident and incident forms.

First Aid Policy Guidelines

First aid in school

Training

Mrs. A. Sheen is our First Aid Lead, Mrs C Charlish, Mrs L Ebbage, Mrs S Norris and Miss J Spenser are fully trained first aiders and administer first aid provision in the school. Renewals of qualifications and training requirements are reviewed as and when necessary. A large number of school staff (List held at school) including MDAs and Kitchen Staff completed Emergency First Training in January 2022 and expires 2025. A list of first aiders is kept in the Health and Safety File in the school office. This is renewed every three years. All fully qualified first aid staff will have a refresher course following the guidelines for first aid training.

First aid kits

There is a first aid kit kept in every classroom and additional to that each class has their own first aid bag which consists of all the basic first aid equipment and head injury booklet. There is also an email sent home regarding any serious injuries. A first aid box which is taken outside for emergency use, this contains the record book for any incidents.

A main First Aid Kit containing all minor and major supplies is held in the First Aid Room which is located in the centre of school.

We also have a fully equipped kit for sporting events and residential visits which also contain emergency inhalers.

Application of plasters

ANYONE TREATING AN OPEN CUT or NOSE BLEED SHOULD USE FULL PPE (RUBBER GLOVES, APRON, MASK). All soiled or blood contained materials would be disposed of in the disabled toilet in a sealed disposable bag. In the event of an open wound a plaster or dressing (as an alternative) will be applied.

Bumped heads

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents are informed by telephone (in the case of a more serious injury) otherwise the parent is sent a school text advising them that their child has had a minor head injury and is fine to stay at school. The child is also issued with an incident slip to take home of which each class/bubble has their own head bump book. The child's teacher is informed and observes recovery on the progress of the child. In the event of a very serious head injury, an ambulance will be called and all symptoms will be monitored and recorded where necessary to assist the emergency services.

Accident forms

All minor incidents are recorded in the white A4 minor incident book which is located in the First Aid box. A Head bump or more serious incident must be referred to the First Aider who completes and a text is sent from the school system advising parents that a bump has occurred and a slip has been issued but the child is fine to remain at school.

In the event of an accident/incident requiring hospital treatment the incident is recorded onto the computer system linked to Health & Safety called the PRIME system which is completed by Mrs A Sheen or in her absence another fully qualified first aider.

Calling the emergency services

In the case of major accidents, a decision will be made to contact the emergency services.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of staff should wait by the school gate on Heath Drive to show the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office.

The incident/injury is recorded on the intranet under the PRIME system for reporting accidents etc. This is a County System which allows a record to be held of every incident where the emergency services have been called to a child, adult or member of staff or if a child/adult/staff member attends hospital resulting from an incident in school PRIME must be completed.

Prime Accident Reporting Form

This form needs to be completed by First Aid staff who have dealt with an incident and need a prime doing the following day by another member of the First Aid Team. This will include all the relevant information needed to insure an accurate report. This is necessary due to some First Aid staff are only part time.

Headlice

If we suspect a child has headlice, parents are informed and requested to examine their child. When we are informed of a case of head lice in school, we send a standard letter to the class where the case has been identified. Children should not be in school if there is evidence of live lice and this should be treated immediately.

Vomiting and diarrhoea

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

Defibrillator

The school has access to a defibrillator which is located on the perimeter fence at the main gate. There is a separate defibrillator policy. The defibrillator is checked every Monday of the school term and record is kept in the First Aid room.

Contacts: Health & Safety Contact for Cheshire West and Chester Council 01244 976950

Reviewed September 2024

Signed: Headteacher.....Date:.....

Signed: First Aid Lead..... Date:.....

Signed: Governor Date: