



Lidget Green Primary School

First Aid Policy

Approved by the governing body on: 28th November 2017

To be reviewed on: November 2019

Signed on behalf of the governing body: *S. Mitchell*

NB. This guidance will be retained for a period of 7 years from replacement.

Version 2 / Dated: November 2017

The three main aims of First Aid

- **Preserve life**
- **Prevent the situation from worsening**
- **Promote recovery**

As a school, we will experience incidents requiring first aid attention. In all incidents we must ensure that, however big or small the occurrence may seem, we follow the correct guidance and be fully prepared for all possible events.

All staff will be expected to actively support the following policy, ensuring the safety and wellbeing of the children in our care and adults in the setting.

We have a number of school staff who are trained 'first-aiders' and in the event of illness or accident will provide appropriate first aid. In the event of a more serious accident, we will contact the parent/carer as soon as possible. If hospital treatment is required and a parent/carer is not available, two members of staff will take the child to hospital and stay with the child until the parent/carer arrives. If the child is required to travel in an ambulance, a member of staff will accompany the child in the ambulance if their parent/carer is unavailable.

We will inform parent/carers if their child has had an accident and received first aid attention, using a standard slip from the Accident Book (Appendix 1). A copy of the slip stays in the Accident Book. The first aider who administers the treatment is responsible for completing the first aid slip and passing it to the class teacher, who will share it with parents at the end of the day.

Qualifications held by staff in school

Paediatric First Aid: Qualification that enables those that hold the qualification to treat all children in school.

First Aid at Work: Qualification that enables those that hold the qualification to treat all adults in school.

The table below identifies the members of staff in school that carry identified first aid qualifications and in turn who they can / cannot treat:

Name	Paediatric Trained	First Aid at Work	Expiry Date	Based
Kathryn Eccles	yes	no	07/09/19	School Office
Angela Oldfield	yes	no	14/09/19	Inclusion Office
Sherrie Lake	yes	no	07/09/19	Group Room 3
Lucy-Jane Marshall	yes	no	14/09/19	Forest Schools
Julie Delahaye	yes	no	14/09/19	Year 4
Bridie Shackleton	yes	no	14/09/19	Cooking Room
Ikhlaq Khan	yes	yes	21/06/20	School Office
Michael Hirst	yes	yes	21/06/20	Inclusion Office
Steven Oldfield	yes	yes	21/06/20	Caretaker Office
Janet Brady	yes	yes	12/11/17	Year 6
Jean Seagar	yes	yes	12/11/17	Reprographics
Mohammed Amin	no	yes - EFW	23/11/19	Hall
Nicola Cawdry	no	yes - EFW	19/06/20	Reprographics
Noreen Akhtar	yes	no	07/09/19	Little Bears
Saeema Asif	yes	no	07/09/19	Little Bears
Cath Helliwell	yes	no	07/09/19	Big Bears
Lisa Sykes	yes	no	07/09/19	Big Bears
Mehak Mukhtar	yes	no	07/09/19	Big Bears
Lisa Bland	yes	no	07/09/19	Big Bears
Tahira Khan	yes	no	07/09/19	Reception
Lauren Broadley	yes	no	07/09/19	Reception
Simon Russell	yes	no	02/05/20	Reception

Out of School Hours: Outside the normal school day there are times where there are internal and external members of staff working in school e.g. school staff, cleaning staff, builders. At these times, the caretaker will act as the main first aider for these adults.

First Aiders have allocated bases; however, they are all responsible for whole school first aid if and when required. All efforts will be made not to disrupt Foundation Stage based members of staff during lesson times.

Images of all first aiders are displayed around school e.g. classrooms and shared learning areas.

Responsibilities

The safety and well-being of all children and staff in school is paramount and is the responsibility of all adults in school.

The Headteacher, the Designated Safeguarding Lead, the identified member of the Governing body for Safeguarding, the Health and Safety Officer (Site Manager), Named First Aiders and Senior Leaders are responsible for ensuring that the correct policies and procedures are in place and being followed.

The Headteacher and Educational Visit Co-ordinator (EVC) will work with visit leaders to ensure that all visits off school premises are appropriately staffed to manage first aid whilst off site.

Named First Aiders: Kathryn Eccles, Ikhlq Khan and Angela Oldfield are the named First Aiders and will report to the Deputy DSL

- ◆ Monitor the first aid resources and ensure that they are kept up to stock
- ◆ Ensure that all staff receive adequate training
- ◆ Monitor all paper work, documentation of accidents, treatment and medication in school.
- ◆ Maintain contact with any children that require special medical treatment (Care Plan)
- ◆ Manage any prescribed medication coming into school and completion of appendix 2.
- ◆ Oversee any administration of medication and completion of appendix 3.
- ◆ Ensure the provision of an up to date First Aid Policy and annual review of this policy in conjunction with Deputy DSL.

First Aiders

- ◆ Ensure that they are acting in line with the whole school policy
- ◆ Ensure that they are following their first aid training
- ◆ Only treat those they are qualified to treat.
- ◆ Keep a stocked supply of first aid equipment in the location they are based
- ◆ Keep up to date records at all times
- ◆ Notify the Named First Aiders / Headteacher / Deputy Head of any incidents that may require further assistance e.g. parent informed/child potentially needing to go home.

Whole school responsibility

- ◆ Act in line with the whole school First Aid Policy at all times
- ◆ Refer any injuries that require first aid to a first aider immediately
- ◆ Completion of additional risk assessments for any Educational Visits, which include a child with medical needs / requirements.
- ◆ Ensure that you are up to date with all items of information displayed on the Health and Safety Board in the Staff room.
- ◆ Act in line with all identified care plans for specified children.
- ◆ Notify Named First Aiders / Senior Leaders of any concerns regarding first aid and the safety of all children and staff.

Parent Carers

- ◆ Ensure that the school has up-to-date contact details for use in the event of an accident
- ◆ Ensure that school is notified of all medical requirements and needs for their child.
- ◆ Meet with the Named First Aiders to discuss medical requirements for their child and how this will be managed within school, in line with a Care Plan.

Recording of accidents

Accidents in school – All accidents must be recorded in one of the following Accident Books according to the time of the school day/location:

- **Whole school** – School Office
- **Foundation** – Foundation unit
- **Dinner time** – Senior Lunchtime supervisor

Accidents out of school or out of school hours

The visit leader must ensure that any accidents that occur out of school are recorded in the accident book.

An accident that has occurred out of school hours (e.g. at Breakfast or After School Clubs) and is of concern, must be referred to a Named Person (see the Child Protection Policy)

Accidents that result in the child going to hospital for treatment:


If a child has an accident at school that results in them requiring treatment in hospital, the Designated Safeguarding Lead (the Deputy Head) is responsible for completing a Rivo Incident Report Form (a Bradford Council Document). This is an online form via Occupational Safety, follow the link www.bradford.gov.uk/hands click on Accidents and then the Incident Reporting On Line link. This must be completed on the day of the injury or when the school is informed that the child has had hospital treatment.

Adult injury:

Any adult who has had an accident in school must seek first aid treatment from a member of staff who holds the 'First Aid at Work' Qualification at the time of the accident

A Rivo Incident Report Form must be filled out by the Designated Safeguarding Lead (the Deputy Head) in all cases where an adult has suffered an injury. This is an online form via Occupational Safety (a Bradford Council Document). Follow the link www.bradford.gov.uk/hands click on Accidents and then the Incident Reporting On Line link. This must be completed on the day that the accident occurred.

Appendix 1

	Lidget Green Primary School Tel: 01274 579576		ACCIDENT/INCIDENT/ ILLNESS REPORT SLIP		Date
	Pupil's Name			Class	
Location and details of accident/incident/illness					
Head Injury		Sprains/Twists		Parent/Carer Contacted	
Asthma		Nosebleed		Unable to contact Parent	
Bump/Bruise		Stomach Pains/Upset Tummy		Well enough to remain in school after First Aid	
Cut/Graze		Mouth Injury/Tooth Ache/ Loose or Missing Tooth		IMPORTANT Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.	
Headache/High Temperature		TLC Applied			
Vomiting/Nausea		Collected from school		Authorised Signature	
Details of Treatment and Additional Comments					



**AUTHORISATION AND INSTRUCTIONS FOR THE ADMINISTRATION OF
MEDICINE IN SCHOOL**

PUPIL NAME:

CLASS:

TO BE COMPLETED BY PARENTS / GUARDIANS

Appendix 2

MEDICATION:

DOSAGE:

TIME OF MEDICATION NEEDED:

ANY POSSIBLE SIDE EFFECTS:

PARENT / GUARDIAN AUTHORISATION

I HEREBY AUTHORISE THE HEADTEACHER, OR A PERSON AUTHORISED BY THE HEADTEACHER, TO ADMINISTER THE MEDICATION LISTED ABOVE. I WILL NOTIFY THE SCHOOL IF THERE ARE ANY CHANGES IN THE MEDICATION PROVIDED.

SIGNED **(PARENT/GUARDIAN)**

DATE:

PLEASE CAN WE REMIND PARENTS THAT THE HEADTEACHER AND STAFF ARE ACTING AS LOCO-PARENTIS (IN PLACE OF THE PARENT) AND WILL TAKE SUCH CARE OF PUPILS AS A REASONABLE PRUDENT PARENT WOULD DO.

Headteacher – Mrs C Moran

SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL

Name _____ Class _____

MEDICATION _____

The Administration of Medicines in School.

Check that parents/carers have signed the consent forms.

Parents should be informed of any reactions to medication immediately.

Date	Time	Name of Medication	Number/Dose Of Medication	Any reactions to the medication	Signature of staff	Print name