



Hartlebury Church of England Primary School
We aim to offer a life enhancing encounter with the person and teachings of Jesus; an encounter that will develop the nature of who we are.

FIRST AID POLICY

Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

First Aid Provision

- The Head Teacher is responsible for ensuring that there are an adequate number of qualified First Aiders.
- Portable First Aid kits are taken on educational visits.
- The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epi-pen.
- All staff will ensure that they have read the school's First Aid Policy.

First Aid Boxes

First Aid Boxes are located in:

- First Aid draw in the main school office
- Staff Room
- The Mobile Classroom
- Lunchtime Supervisors cupboard in the Hall
- Library
- Kitchen

First Aid Boxes should contain:

Antiseptic wipes, micropore, triangular bandage, wound dressing/bandage and gloves.

No medicine/tablets are to be kept in the first aid boxes.

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Procedures In school:

- In the event of injury or medical emergency, if possible contact an appointed First Aider(s) or Teacher.
- Any pupil complaining of illness or who has been injured is sent to the First Aider to inspect and, where appropriate, treat.
- Constant supervision will be provided.
- The Head Teacher or Deputy Head Teacher must be informed if there is a decision to send the child home.
- Parents are contacted if there are any doubts over the health or welfare of a child.

Action at an Emergency (To be undertaken by trained First Aider)

- **IF ON ASSESSMENT THE SITUATION IS DEEMED SERIOUS THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE. (FIRST AIDER WILL REMAIN WITH CASUALTY AND FOLLOW THEIR TRAINING UNTIL MEDICAL ASSISTANCE ARRIVES).**
- First Aid training is renewed every 3 years.
- If an ambulance is called a child must be accompanied by their parent or a member of staff.
- An On-Line Accident Report will be made.

Non-Emergency First Aid

- First aid should take place in the designated area (Generally the Main School Office)

For their own protection and the protection of the patient, staff who administers first aid should take the following precautions...

- Exposed cuts and abrasions should be cleaned with an antiseptic wipe and if appropriate covered with a sterile dressing
- Hands should be washed before and after administering first aid.
- Disposable gloves should be worn.
- Staff must not take children to hospital by their own car.

Incident Reporting

- All incidents, injuries, head injuries, ailments and treatment are reported in the Accident or Incident book and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection.
- The Accident and Incident books are kept in the main School Office. The Early Years Unit keeps their own accident and incident books in both rooms.
- If the child or adult is taken to an outside department, eg minor injuries or hospital, an On-Line Accident Report will be made by the first aiders. This will be completed by Miss Gledhill.

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- Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- Staff should complete the accident book.

Procedure for staff regarding children who become ill in school

- On being informed staff member reports illness to Class Teacher.
- Class Teacher decides the child's health needs.
- If there is a need to go home, the Class Teacher will make the decision and report this to the Headteacher or Deputy Headteacher.

Head Lice/Nits

- A general letter is sent out via ParentMail to the parents of all pupils in a class if there is a case of head lice/nits in the class.
- If live lice are noticed in a pupil's hair the parents are contacted.

Equality Statement

At Hartlebury Church of England Primary School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, disability, sex, sexual orientation, gender reassignment, religion or belief, pregnancy and maternity, and age (for staff only). We will adhere to the legal definitions of these protected characteristics as set out in the Equality Act 2010. We aim to develop and maintain a culture of inclusion and diversity, in which all those connected with the school feel proud of their identity and able to participate fully in school life

Mrs C. Unitt

Headteacher
October 2017

This policy will be reviewed annually

The next review is due October 2018

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