

# Kingsleigh Primary School



## First Aid Policy

**Date of last review: Sep 2020**

**Date of next review: Sept 2021**

## **First Aid Policy**

Safeguarding at Kingsleigh Primary School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education 2018.

### **Policy Statement**

Kingsleigh Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees, children and others who may also be affected by our activities. Responsibility for first aid is held by the Headteacher. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### **Aims & Objectives**

We will ensure that:

- there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises. This includes emergency first aiders, qualified first aiders and paediatric first aiders.
- there are suitable and sufficient facilities and equipment available
- provisions are clear and shared with children, staff and visitors

### **Trained staff**

At Kingsleigh Primary School, we have a minimum of 10 emergency first aiders. They are responsible for administering first aid, in accordance with their training and may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

The list of qualified first aiders are shown in Appendix A.

First Aid Provision – The provision includes:

- one kit in each classroom
- the main first aid supplies cabinet in the Medical Room
- four First Aid kits which are taken on trips. These include a main travel First Aid kit which is taken on every trip and three alternative first aid bags which also are taken on trips, for different coaches for example. The travel first aid kits will be located in the office for collection prior to a visit/trip.

It is the responsibility of the member of staff who is the trained member of staff to check the contents of all first aid kits every term.

The School Medical Room is designated as the first aid room for treatment, sickness and the administering of first aid.

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## **Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to liaise with SLT and office staff to call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Whenever a pupil has a medical condition as noted on the First aid notice board in the school office

## **Contacting parents**

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor/bump/graze) injury
- requires first aid treatment other than a plaster or antiseptic wipe
- requires attendance at hospital.

Our procedure for notifying parents will be to use the first aid slips located on the school system and/or through a telephone message via the office staff.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

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## **Minor injuries, bumps or grazes**

Incidents, where children with a minor injury who only require a plaster/antiseptic wipe to be administered, will be logged within the first aid document located within the school system. A slip to inform parents of the injury will need to be filled in.

## **Bumps to the head**

During the school day, all bumps to the head will need to be closely monitored and contact made by phone with the child's parents. Children with visible traumas to the head will immediately receive an ice pack and a first aider will assess the child. The school will then call the parent to inform them of the incident. If no one is able to answer the call, a message will be left and the school office will send a text message which will say:

*'Please call the Kingsleigh Primary School office. Your child has received a bump to his/her head.'*

An accident form will be completed and a copy sent home.

## **Asthma**

All inhalers will be kept in the classroom of the specific child. The class teacher will monitor the use/frequency of the inhaler. Inhaler use will be monitored if requested.

## **Records**

All accidents requiring significant first aid treatment or bumps to the head are to be recorded with (at least) the following information using the official Kingsleigh Primary School First Aid Forms:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg bump on head, etc)
- Treatment provided and action taken

The incident will also need to be logged in the online grid found on school system.

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## **COVID Provision**

In the event of minor injury, children are encouraged to self-soothe with the guidance of a bubble adult. If a child requires direct contact, one set of PPE is available within each bubble. If a child presents with Covid symptoms, they will be monitored within the medical room before being collected by a family member.

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## APPENDIX A

		Qualification	Next training due
EVANS	TREVOR	FAW (3 day)	1.11.20
NEWTON	AMANDA	FAW (3 day)	23.4.22
RANDALL	PAULA JANE	FAW (3 day)	13.2.22
STOCKLEY	SACHA	FAW (3 day)	2.10.21
TYAS	TRACY	FAW (3 day)	26.6.22
ALKAN	AMANDA	One day EFAW	3.9.22
BAINTON	JAMES	One day EFAW	23.4.22
BAKER	JO-ANNE	One day EFAW	23.4.22
BARTLETT	REBECCA	One day EFAW	1.6.21
BRAGGINTON	JACQUELINE	One day EFAW	23.4.22
CHEN	EMMA	One day EFAW	23.4.22
DAVIES	CLAIRE	One day EFAW	1.6.21
FISH	SARAH	One day EFAW	23.4.22
FRANKLAND	JODIE	One day EFAW	3.9.22
GILBERT	KERRIE	One day EFAW	1.6.21
GINGELL-JONES	KELLY	One day EFAW	3.9.22
HEPBURN	JOLENE	One day EFAW	1.6.21
HOPKINSON	SUSAN	One day EFAW	23.4.22
KAY	MELANIE	One day EFAW	3.9.22
PHILLIPS	NICKY	One day EFAW	23.4.22
PHILLIPS	PAULINE	One day EFAW	23.4.22
PRESCOTT	SHARON	One day EFAW	1.6.21
REEKS	LEANNE	One day EFAW	23.4.22
STANTON	SOPHIE	One day EFAW	5.12.22
STONE	ALISON	One day EFAW	1.6.21
TYAS	HARRIET	One day EFAW	3.9.22
VANDERBURG	JOANNE	One day EFAW	23.4.22
ANDERSON	MICHELLE	Paediatric	25.2.22
AYLOTT	REBECCA	Paediatric	1.1.21
DAVIES	LEONIE	Paediatric	28.9.21
EVANS	BARBARA	Paediatric	1.11.20
GARLAND	DONNA	Paediatric	25.2.22
GILLINGHAM	SARAH	Paediatric	25.2.22
HAYES	ELAINE	Paediatric	9.9.23
MICHELO	SURANI	Paediatric	25.2.22
ROWLEY	NICHOLA	Paediatric	9.9.23
SPENCER-FROST	GEMMA	Paediatric	5.7.22
WRIGHT	NATALIE	Paediatric	25.2.22

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