



First Aid Policy

Review Date	November 2020
Owner	Headteacher

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as dictated by the needs of the risk assessment.

The location of First Aid Kits in school are;

- Company vehicles and minibuses.
- Emergency grab bags with designated first aiders.
- Within first aid room

The location of the defibrillator(s) is:

- Within First Aid room

The dedicated 1st Aid room is located on ground floor corridor

The contents of the kits will be checked on a regular basis by the facilities department and stock replenished as required.

Medication for named individuals should be kept within the classroom in named wallets with the child's name and individual care plan.

Appointed persons for 1st Aid are listed on the attached schedule. Training will be provided by the school as required to ensure that nominated personnel retain their qualifications.

Offsite activities/transportation.

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication as appropriate.

A person who has been trained in first aid will accompany all off site visits.

Information on First Aid arrangements.

The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits/defibrillators

In addition the head teacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications.
- Location of first aid boxes.

All members of staff will be made aware of the school's first aid policy.

Accident Reporting.

See section 2.5 of this policy for accident reporting procedures.

Pupil accidents involving their head.

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents or guardians together with the copy page from the First Aid book.
- Head bump forms are kept in the accident book in the First Aid cupboard in the kitchen.
- Cut/abrasion forms are kept in the accident book in the First Aid cupboard in the kitchen.

Transport to hospital or home.

- The head teacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital

Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- Only school vehicles insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.