



'Together we can make a difference'

First Aid Policy

Name of school: Bexton Primary School

Date of review: Autumn 2016

New review date: Autumn 2019

Introduction

Bexton Primary School recognises its duty of care for the health, safety and well-being of its employees, pupils and visitors. The provisions in this Policy are intended to ensure that the school has adequate and appropriate equipment and facilities for providing First Aid.

Equipment

Each classroom is issued with a first aid box containing items such as gauze, eyewash and bandages. Additional supplies of these are available in the First Aid cupboard situated outside the staff room. Class teachers are responsible for ensuring their own class first aid kit is kept properly stocked with items from the first aid cupboard and Miss Tracy Jackson is responsible for ensuring that the main First Aid Cupboard is kept correctly stocked. The kitchen has its own supply of first aid equipment.

Accident Procedure

A child requiring first aid treatment is either taken to the appointed first aider, or the first aider is sent for and goes to the child.

The appropriate treatment is given and the accident is recorded in the Accident Book. The Accident Book is kept in the First Aid Cupboard outside the staff room.

If the child has a minor accident that involves a bumped head or facial injury, the school will telephone / text the main contact number and the class teacher will be informed. The child will be given an appropriate sticker to alert the parents to the situation. In cases where the accident occurs at the end of the school day, the class teacher will inform the person collecting the child of the injury.

If the child needs some time to recover, or is waiting to be sent home, the child would either:

1 Sit quietly in the classroom with a teacher or first aider present,

Or

2 At break times sit in a comfortable chair outside the staff room where the first aider or other member of staff would stay or be nearby to keep checking on the child.

or

3 If waiting to be collected by a parent, the child may sit outside the school office

In cases where the school deems it necessary to suggest to parents that the child seeks further medical attention, the school will report the accident to Cheshire East LA using the PRIME reporting system.

Should a first aider deem that a child needs to be taken to hospital, permission/contact with the parents or family members is sought first. Depending on the severity of the injury, the parent only or parent and first aider take the child to the hospital. In cases where the school is unable to contact the parents or their named representatives, two members of staff may accompany the child to hospital after reference to a senior member of staff.

A child who is ill during the school day may be sent home after reference to a member of SLT. In all cases, such children should be collected by a person nominated by the main contact for that child. Each child has emergency contact telephone number (as designated by parents on the Data Collection Sheet) in the school office so that someone can usually be contacted and telephone numbers are available on the SIMS database which all teachers have access to through their laptop.

Confidentiality

The head and staff should always treat medical information confidentially.
The head should agree with the child/parent who else should have access to records and other information about a child.

Related policies

For more information see the Health and Safety Policy, and the Administration of Medicines Policy.

Adopted at a meeting of the Full Governing Body of Bexton Primary School on 9th November 2016.

Signed (Chair of Governors)

Signed (Head Teacher)