



ANSTON BROOK AND WOODSETTS FEDERATION

FIRST AID POLICY

TO BE UPDATED: AUTUMN TERM 2016

First Aid Policy

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

The school has a separate Medical Policy which details the administration of medicines and the Reporting of Incidents and Accidents.

First Aid in School

We ensure that there is at least one emergency trained and one paediatric first-aid trained member of staff in school at all times during the school day. This is to ensure that all areas of the school have at least one competent person present with sufficient 'spare' to cover off-site visits and, as far as possible, staff absences.

For each breaktime, the school has a rota of staff on first-aid duty. During activities outside of the school day, there is a designated first-aider on site at all times.

When children are taking part in an off-site visit, we ensure that a first-aider accompanies the group. Staff are expected to identify this member of staff when completing their risk assessment. The class teacher takes their class first-aid kit on these visits. If the visit uses transport, the teacher also takes a bucket, bags and paper towels in case of travel sickness.

Training

All class teachers, teaching assistants and office staff undertake emergency first-aid training every three years. All Foundation Stage staff undertake paediatric first-aid training every 2 years. New staff members are offered training as part of their induction process. The school keeps a register of who is first-aid trained and when their training expires as part of the school's Single Central Record. The office managers are responsible for updating these records and organising the first-aid training.

Roles and Responsibilities

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called. (See Medical Policy for procedures.)

First Aid Facilities

Each classroom has a first-aid kit in the teacher's stockroom. These kits are taken on off-site visits. There is an additional first-aid kit in the staffroom (Anston Brook) Class 6 (Woodsetts), where first-aid is administered at breaktime. This kit is taken onto the yard at lunchtime and is used by the SMSA scheduled for first-aid duty that week. Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first aid container. The office stockroom contains top-up supplies. It is the class teacher's responsibility to request supplies from the office to maintain the inventory in their kit. The SMSA on duty requests supplies for the kit used at lunchtime and breaktime. Ice-packs are kept in the staffroom freezer.

Accident and Injury Reporting

There are two accident books – one kept in Foundation Stage and one in the staffroom (Anston Brook) or Class 6 (Woodsetts).

If there is an accident on the yard

- One adult takes the injured child to the staffroom/class 6 door at breaktime or to the SMSA on duty at lunchtime. Children may also take themselves to the first-aider.
- The adult who brought the child fills out the first part of the accident book with details about the incident (use carbon paper) then returns to the yard.
- The first aider fills out the second part of the accident book with details of the first aid they have administered and asks the office/nurture officer to call home if required.
- The person who called home signs the bottom part of the form.
- This person tears the sheet from the book and shows it to the class teacher then gives it to the child to take home in their bag.
- If there is an accident that is not dealt with by the end of break – the first aider takes the child to the office for office staff to complete the process.

If there is an accident in PE or in class

- Teacher begins to administer first-aid while calling/sending message to the office for support. Office staff then take over and fill in accident book from staffroom/class 6.

“If in doubt, fill a form out!”

Policy Reviewed on: November 2015

Policy updated on: November 2015

Policy agreed by: _____
(Please sign)

(Print name) _____

(Designation) _____

(Date) _____

Agreed by the Governing Body: _____

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