



Policy Document: FIRST AID POLICY

School's Lead Member of Staff: HEADTEACHER

Lead Governors (monitoring): FULL GOVERNORS

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Governor Committee: FULL GOVERNORS

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ADOPTED FULL GOVERNORS

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Chair of Governing Body signature:

A handwritten signature in black ink, appearing to read 'Will Spivett', is written over the signature line.

First Aid Policy

The school has a responsibility to its pupils and staff to be equipped and experienced in the provision of general first aid and medical assistance where appropriate and necessary.

Named First Aid Officer: **Graham Sharples** (First Aid at Work Level 3) (Valid until 24/03/2024)
(Full Paediatric First Aid & EFAW) (Valid until 11/02/2024)

Named First Aid Assistant: **Katy Sharples** (Full Paediatric First Aid & EFAW) (Valid until 11/02/2024)

Other trained staff:

NAME	QUALIFICATION	VALID UNTIL
Paula Virr	ITC Level 3 Award in Outdoor First Aid	27/04/2025
Tim Burch	Full Paediatric First Aid & EFAW	11/02/2024
Jane Lawrence	Full Paediatric First Aid & EFAW	11/02/2024
Ruth Hynes	Full Paediatric First Aid & EFAW	11/02/2024
Sarah Gray	Full Paediatric First Aid & EFAW	11/02/2024
Steph Sharples	Full Paediatric First Aid & EFAW	11/02/2024
Hannah Kennedy	Full Paediatric First Aid & EFAW	11/02/2024
Rachel Johnson	Full Paediatric First Aid & EFAW	11/02/2024
Clare Dowrick	Full Paediatric First Aid & EFAW	11/02/2024
Ester Redondo-Smith	Paediatric First Aid	21/11/2025
Rachel Garside	Paediatric First Aid	21/11/2025
Richard Worsley	First Aid at Work Level 3	03/12/2022

Other appointed persons: Mr Roy Sammons (Buildings)

AIMS

- To be aware and recognise all children with life threatening allergies and potential medical emergencies and to maintain a list thereof to be displayed in the main staffroom.
- To recognise the signs and symptoms of a medical emergency and to provide the appropriate treatment.
- To provide support and reassurance to any person with a medical need.
- To provide advice to the pupils and staff in the safe way to carry out activities.
- To provide a safe method and environment for the administration of essential medication during school hours.

IMPLEMENTATION

- The management of the school shall appoint a First Aid Officer and an assistant.
- Both the First Aid Officer and the assistant will hold a current, recognised qualification in the administration of first aid.
- The First Aid Officer or assistant shall be available for consultation in the administration of basic first aid by staff members.
- The First Aid Officer or delegated person with appropriate training shall be in attendance at major school sporting functions.
- In circumstances where further medical treatment is required (doctor, hospital etc.) then the head teacher will be consulted.
- Any first aid treatment administered will follow the guidelines of a nationally recognised manual (e.g. St. John's)
- The First Aid Officer will be responsible for providing and maintaining a permanent First Aid cupboard in the staffroom and a portable one to be taken out on all school trips.

ACCIDENT REPORTS.

A report documenting the date, time and a summarised description of the accident together with the pupil's name, age and injuries and any other outcome of the accident will be filled in by the first member of staff to be on the scene of the accident. All actions including description of First Aid administered shall be documented together with details of staff members involved and details of contact made with parents or carers. Blank forms for this will be kept in the staff room and when filled in will be filed in the office and a copy sent/given to parents or carers the same day as the accident or as soon as reasonably practicable.

ADMINISTRATION OF FIRST AID

- All First Aid shall follow the guidelines set out in the St John's manual.
- General First Aid will be administered in the room opposite the staff room. A bed is available in the medical room. Pupils waiting for parents etc. will wait in the medical room where they can be monitored by the office staff.
- In circumstances where the pupil is unable to continue with school activities, the accident book shall be completed, and parents or carers will be contacted immediately. If contact is not made immediately, then repeated attempts should be made in order to contact and to inform of the accident.
- In circumstances where the pupil is able to continue with school activities the parents will be contacted by the office on the approval of the HOS, if deemed necessary, and the Head Teacher will be informed.
- In circumstances where the pupil is taken to hospital etc. for further treatment then the pupil will be escorted by a member of staff who will stay with the pupil until the pupil's parents arrive.
- All members of staff, where needed, shall fulfil the role of support personnel.

Following an accident requiring a pupil's absence from school the following day, the pupil's class teacher shall make contact with the pupil's parent or carer in order to make enquiries as to the pupil's wellbeing.

EDUCATION

Class teachers, as part of safe school practice instruction shall educate on

- The recognition of the need for First Aid.
- The prevention of accidents.
- The prevention of the spread of infectious diseases.
- The need for pupils to go straight to the nearest teacher and not to the office.

REGISTER

There shall be a register of all pupils with serious medical needs. It shall contain all of the details of the needs, the likely symptoms and the agreed plan for treatment. This register will be in the staff room on the first aid noticeboard and in the office, and the class teacher will be informed regularly of any changes.

FIRST AID KIT

The main school first aid kit will be on the staff room wall and will be regularly stocked and maintained by the First Aid Officers Assistant. Spares will be kept in the medical room of all of the stock in order that the stock may be replenished without delay. A portable first aid kit will be maintained and kept in the Medical room to be taken on all school trips.

ASTHMA

All pupils who have been prescribed an inhaler are to have their inhaler on their person at all times. For sporting activities, the teacher or instructor needs to be informed. In the event of any pupil

suffering from an attack and not having an inhaler, spare inhalers are kept in the first aid kit in the staff room and also in the portable first aid kit. If a pupil does not respond to the inhaler or the attack is severe/worsening/the child is blue/unable to talk or exhausted, then an **ambulance is to be called for immediately on 999/112** and the parents informed.

DISPENSING MEDICATION.

- Please refer to the 'Administration of Medication Policy'