

Wentworth Primary School

First Aid Policy

**Date of Policy:
September 2015**

**Date of Ratification by Governors:
September 2015**

**Reviewed: Summer 2022
Next Review: Summer 2023**

Achieving Happily



First Aid Policy

Health & Safety legislation places duties upon Governors as employers for the health and safety of their employees and anyone else on their premises. In practice, the day to day management of health and safety, including arrangements for first aid is delegated to the Headteacher.

Any employee can volunteer to be a first aider and the Governors are responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times. Any first aider must receive HSE approved training.

Those employees who hold a recognised first aid qualification and who have first aider responsibilities will be paid the first aider allowance in line with KCC policy. The Headteacher reserves the right to remove this allowance following a review of appointed persons/responsibilities.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school (including off-site trips).

Aims

To provide effective first aid support for all pupils, staff and visitors that meets all legal requirements.

To ensure that all pupils, staff and visitors are aware of their roles and responsibilities in relation to first aid and the first aid systems in place in school.

To support awareness of H&S issues within school and on off-site activities, in order to reduce the risk of illness or injury.

Provision of First Aid cover in school

Emergency First Aid at Work 1 day	-	2 members of staff
Emergency First Aid at Work 3 day	-	3 members of staff
Paediatric	-	4 members of staff
Schools First Aid 1 day	-	1 member of staff

All certificates are valid for three years and are displayed in the first aid room and are kept up to date to ensure continuity of certificates and any re-qualification required.

First Aid Facilities

- Suitably stocked first aid bags in all classes to deal with minor cuts and scrapes



- Designated first aid room near to the school office
- All MDS staff carry basic first aid equipment to support initial triaging of first aid cases on the playground
- 3 portable first aid kits located around the school to aid any first aider in the event of an incident:
 1. Main office
 2. Staff room
 3. Ladies toilet near KS2 hall
- Portable first aid bags to accompany all school trips. All first aid portable kits are signposted around the school to advise any member of staff of their whereabouts.
- AED (Automated External Defibrillator) is kept in the school office for use during school hours only by trained personnel. Details of where AED is stored and times available is signposted around the school.

First Aid Procedure

If any injury cannot be dealt with at source, the injured person should be sent to the office where they will be treated and cared for by First Aiders. All accidents are recorded in the accident books in the office or medical room. Minor bruises, grazes, cuts are reported to parents via a note. If there are any significant injuries, parents are telephoned to advise them of the injury and/or to ask them to come and collect their child to seek further medical attention or observation. All accidents are recorded and any significant injury, such as serious fall or broken bones will result in an investigation into the accident which will be carried out by the Headteacher or an appropriate senior member of staff. An accident form will be completed in such cases.

In the case of any head injury, parents will be notified by telephone and a note will be sent home with the child. Any more serious cuts and bruises will be reported to parents by telephone and the class teacher advised.

In the event that an accident is serious, an ambulance will be called. Parents will be contacted immediately to advise them of the situation and ask for their presence at school. If a parent/family member cannot be contacted, then an appointed member of staff will accompany the injured person to hospital and await the attendance of the parent.

L Pollock
Headteacher
June 2022

