



Clifton-upon-Teme Primary School

First Aid Policy

Date of Review	November 2021
Date of Next Review	November 2022

Clifton-upon-Teme Primary School

First Aid Policy

Policy Statement

At Clifton-upon-Teme Primary School we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

Aims

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users;
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises;
- To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits;
- To establish and maintain safe working procedures amongst staff and pupils;
- To ensure that all medicines are stored safely and administered according to instructions received from parents and doctors;
- To develop first aid awareness amongst staff, pupils and other supervising adults.

First Aid Provision

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Clifton-upon-Teme Primary School has First Aid at Work Appointed Persons and Emergency First Aid for Schools Persons. Their names are listed in the School Office.

The number of first aid personnel is sufficient to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for breakfast club and after school clubs and activities.

Clifton-upon-Teme Primary School first aid needs are reviewed on an annual basis particularly after any changes, to ensure the provision remains adequate. We currently have:

- First Aid boxes are kept by the school office and the school hall;
- First Aid boxes are taken outside during lunchtimes and PE sessions;
- A First Aid kit is taken on all school visits.
- The First Aid Lead will ensure that the boxes are replenished as soon as possible after use.
- The School Office Manager, will authorise the ordering of supplies.

Recording and Reporting First Aid Treatment

All accidents that require treatment are recorded in an accident book recording the following information:

- Person's Name
- Date
- Class
- Injury Treatment
- Teacher informed
- Signature of First Aider

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher or Office Manager who will decide on further action, including the completion of an "injury or dangerous occurrence report form." These forms are sent to the Local Authority. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form.

In the event of a serious accident, the Office Manager will contact the ambulance service and request an ambulance. The child's parents will be informed as soon as possible. Two members of staff will accompany the child to hospital if their parents are not available.

The decision to call an ambulance lies with the attending first aider.

Informing Parents

The parents will be telephoned in the event of any head or facial injury and if a broken bone is suspected. If an ambulance is called in any other circumstances the professional judgement of the paediatric first aider is sought immediately. In the event of a head bump, the parent is contacted and a form is sent home with the child. If in doubt, parents should be informed following an incidence of injury.

Amendments to this policy will be made to ensure compliance with statutory and best practise guidance as necessary.