

The Federation of the Church Schools of Shalfleet and Yarmouth

Achieving Together for a Brighter Future



FIRST AID A STATEMENT OF POLICY

Approved by	DD/SH
Portfolio	Policies
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Signed: _____ Date: _____

First Aid Policy

INTRODUCTION

This document outlines the procedures and provision for First Aid at The Federation of the Church Schools of Shalfleet and Yarmouth

The Federation will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility.

AIMS

- To ensure that first aid provision is available at all times while people are on the school/pre-school premises or whilst on school visits.
- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the Federation and to maintain a record of that training.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the schools and on school trips, to prevent, where possible, potential dangers or accidents.
- To inform staff and parents of the school's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).

FIRST AIDERS

The First Aider must have completed a training course approved by the HSE, and will be updated every three years. They will:

- Be contacted to give immediate help to casualties if required during lesson time or break times.
- All incidents are to be recorded in the Accident Book.
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers should be contacted as soon as possible so that the pupil can be collected and taken home.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions

FIRST AID KITS

First Aid Kits are kept in a central location to allow easy access for all. Mobile kits are available for break times and school trips.

It is the responsibility of the Admin Team to check the contents and re-stock as necessary.

Staff will be regularly trained in the use and administration of Epipens and Asthma inhalers.

HEAD INJURIES

Accidents involving a pupil's head can be problematic because the injury may not be evident, because of this all head injuries must be reported to the parents via a text message or telephone call. A bumped head is always recorded in the accident book.

Children that sustain a head injury, however minor, should be monitored.

Any serious head Injury should always be referred for hospital treatment (please follow the section for Emergency Arrangements).

EMERGENCY ARRANGEMENTS

Where the injury is an emergency, an ambulance will be called following which the parents will be contacted.

Where hospital treatment is required but it is not an emergency, then the school will contact the parents for them to take over the responsibility of the child.

In the event that the parents cannot be contacted, a member of staff will accompany the child to hospital and remain with them until the parents can be contacted.

HYGIENE & INFECTION CONTROL

Hands must be washed before and after giving First Aid.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

Any soiled dressings must be disposed of in a suitable bag.

Exposed cuts and abrasions should always be covered.

INCIDENT REPORTING

All incidents, accidents and injuries are recorded in the appropriate accident book.

The School Office will contact the parents if she has any concerns about the injury, or needs to send a child home through illness.

Any significant injury also needs to be filled out in the Accident Book or Pupil Accident Book. This needs to be completed by the person administering First Aid and by the person who has had the accident.

ADMINISTRATION OF MEDICINES

Please see the separate Administration of Medicine Policy.

This policy should be read in conjunction with the school's Child Protection Policy