

# *Clifford All Saints C of E School*



**Clifford**  
**ALL SAINTS**  
C of E Primary School

## **POLICY STATEMENT FOR FIRST AID**

Document Adopted By Governing Body	
Signed (Chair):	R Coleman
Updated Date:	September 2021
Print Name:	
Date of Next Review:	September 2023

## **Pupils' Medical Information**

Upon admission to school, parents/guardians are requested to fill in a form stating any relevant medical information the school may need to know.

The Administrator uses this information to compile a list of pupils with medical needs and special dietary requirements, which is circulated to all members of school staff. This list is updated periodically. This is kept confidentially in a file in the First Aid rooms for staff to access along with photographs of the child so they can be easily identified.

## **General First Aid**

Our Office Administrators, Mrs Hudson and Mrs Brankin hold a current Four Day First Aid Certificate, the Reception Teacher and two of the teaching assistants, hold a 12 hour Paediatric First Aid Certificate. Some other staff have attended a course on emergency first aid in the work place.

Mrs Hudson/Mrs Brankin and the teaching assistants are responsible for dealing with pupils' injuries, except for the lunchtime break when the lunchtime supervisors take care of any minor injuries. Any injuries which are of concern or any head bumps are referred to the Office Administrators. In the absence of the Office Administrator, the TA staff deal with injuries. The Headteacher has overall responsibility.

Any person administering First Aid treatment should follow the guidelines set out in this policy and be aware of HIV/COVID procedures.

## **Location of First Aid Equipment**

A First Aid box for 51-100 pupils is kept in the First Aid room on each site. There are also sinks with running water and First Aid waste bins.

Each class has a travel First Aid rucksack containing an emergency first aid kit and for transporting pupils' medication these are hung in the first aid rooms on each site.

Extra supplies for replenishing used equipment are kept in the First Aid cupboards in the First Aid rooms.

First Aid boxes are checked regularly at least every half term by Helen Hudson/Helen Brankin.

## **School Outings**

A First Aid rucksack should always be carried one per class and pupils' inhalers/medication must always be taken.

## **Basic First Aid Procedures**

Where possible First Aid should be carried out in the First Aid rooms in school.

When administering routine First Aid, disposable gloves **must be worn, for more serious First Aid PPE should be worn.**

All First Aid waste should be placed in the special bin provided.

No antiseptics or creams can be used. All wounds should be cleaned with running water and gauze swabs. All wounds should be covered.

Ice packs for head injuries are kept in the freezer.

## **More Serious Injuries**

The Office Administrator will consult with the Headteacher on the course of action to be taken. Whenever possible parents/guardians are to be informed immediately. If the pupil needs to attend hospital, parents/guardians are to be contacted to accompany their child. If this is not possible the Headteacher and another member of staff, will go with the child and stay until the parents arrive.

## **Recording Information**

All accidents are recorded online via Evolve Accident Book. This should be filled in for minor accidents, with the date and time of accident, child's name, how the accident occurred, injury sustained and treatment given. This is then emailed to the Parent or Carer for their information

## **Informing Parents**

Whenever possible the Office Administrator, or a teacher, will go into the playground at the end of the school day and verbally inform the person taking the child home that an accident has occurred. This is only done when necessary and not for every minor cut or scrape.