



## **First Aid Policy Statement**

The Governors and Headteacher of Leen Mills Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school. We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995. The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

## **Statement of First Aid organisation**

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school Arrangement\_for First Aid.

## **Materials, equipment and facilities**

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for Schools.'

**The Appointed Person:** Currently the Appointed persons are R Charlesworth, C Evans, K Goldson and S Thompson. They will regularly check that materials and equipment are available and will ensure that new materials are ordered when supplies are running low. The school has trip first aid bum-bags. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bag are running low. Responsibility to regularly check First Aid Boxes located in other areas of the school lies with all staff who access them. If First Aid boxes need replenishing the Appointed Persons should be immediately notified and extra supplies should be requested.

There is a fully stocked First Aid Box in the first aid room. The First Aid Box in the first aid room is regularly checked by the Appointed Persons.

**Playground:** First Aid bum bags are to be used on the playground. It is every supervising adult's responsibility to provide First Aid in case of a minor accident. Should an adult not have First Aid training, they then can request help/ second opinion from a qualified First Aider. In case of a major accident or a head injury, a qualified First Aider should be asked to assist in giving First Aid.

## **Cuts**

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. All cuts should be recorded in the accident section of the patient's record on Scholarpack. ANYONE TREATING AN OPEN CUT SHOULD USE MEDICAL GLOVES.

## **Head injuries**

Any bump to the head, no matter how minor, is treated as serious. All bumped heads should be treated with an ice pack. The adults in the child's classroom should be informed and keep a close eye on the child. All bumped head accidents should be recorded in the accident file on Scholarpack.

## **Administering medicine in school**

Refer to the Medicine policy

## **Asthma**

Refer to the Asthma policy

## **Calling the Emergency services**

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision. The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey. If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

Should the Emergency Services be called and their response time is deemed too long, the injured person will be transported to hospital in a staff car with two staff members.

## **Head lice**

Staff do not touch children and examine them for head lice. If we suspect a child or children have head lice we will have to inform parents/carers. A standard text message will be sent home to all the children in that class where the suspected head lice incidence is. If we have concerns over head lice the school health team can be contacted for advice.

## **Chicken pox and other diseases, rashes**

If a child is suspected of having chicken pox etc, we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look.

## **Reporting of First Aid treatment to Parents/carers**

All first aid notifications will be sent via text message to the person who is listed as contact number one on Scholarpack.

Texts will also be sent for any toileting incidents we have dealt with during the day.

Any accidents we feel need a more urgent communication, we will make contact via telephone and provide information surrounding the nature of the incident and any further steps necessary.

The policy will be reviewed annually in light of any changes

Policy adopted September 2024

Review date September 2025