



**Accidents First Aid Policy  
2016**

## **Aim**

We are committed to the safety of our school community and as such we aim to take all reasonable actions to prevent accidents happening and to deal with them immediately when they occur.

## **Rationale**

Through clearly defining roles and good communication we aim to maximise the speed of treatment and after-care.

## **Roles and Responsibilities**

Normally day-to-day decisions are delegated from the Head Teacher to the recognised First Aiders, but overall responsibility for putting policy into practice remains with the Head.

The school in the long-term should always have at least one qualified first aider on site, who is qualified to more than just a basic level when the children are present. There may however be short periods when the school has to be covered by those with basic qualifications only. To help ensure this presence of First Aiders we have two enhanced First Aid practitioners at Gomer. Many other members of staff have a basic qualification in First Aid. First Aiders are outlined on a list in the 'staff corridor' by reception.

When the recognised First Aiders are in any doubt they should always seek the advice of the Head Teacher or of the most senior member of staff available.

Any information on a medical condition affecting a child should be shared with all those adults responsible for the child's welfare. The child's parents and the health professionals need to provide this information in writing for the school to adequately ensure it is acted upon.

In cases where there is the possibility of an emergency situation arising all staff will be informed of what action to take should that occur.

## **Staff Training**

All recognised First Aiders receive basic emergency aid training, at least every three years.

## **First Aid Procedure**

- When an accident happens one of the recognised First Aiders should immediately be sent for
- The First Aider will decide on what treatment is necessary and who should be contacted
- The First Aider will always seek extra help if unsure of the treatment, and if necessary call for an ambulance
- In any case requiring transport to hospital an ambulance will be called. (Staff transport would only be used if an ambulance was unavailable and 2 members of staff would travel with the patient in those circumstances).

- In any serious case (and certainly those involving hospital) the First Aider will inform the Head Teacher as soon as possible after the patient has been treated and is safe.
- The First Aider will inform the parents by telephone of the circumstances, and in the case of any knocks to the head or accidents that may need further monitoring they will also telephone and speak to a parent/carer and/or send a text or a letter .
- If the child returns to class the First Aider will inform the teacher if they are concerned that the child needs to be monitored, and certainly do so when the child has had their head knocked, or if the child will find it difficult to express their own concerns to the teacher.
- The accident records should be completed.
- Plasters will not be used if the child's emergency forms have given permission.
- When using an ice pack, it should be covered with a damp cloth to prevent 'cold burns'.

### **Staff Safeguarding**

Staff will follow First Aid guidelines for minimising risk of infection and use gloves where contact with bodily fluids is unavoidable.

### **First Aid Records**

The following records are kept:

- Medical Information Form on pupils file in the School Office
- First Aid Reports in the First Aid Room:

If children suffer from Asthma their asthma pumps are kept on the child (in class.) The pumps need to be clearly marked with the child's name.

If a child has a severe allergy then a photograph is taken of the child after seeking the permission of the parents/carers. It is then shown to the staff and displayed in the servery to ensure catering staff are aware of food allergies. Other allergies of children are kept in a file in the staff room – staff are aware of this and access accordingly. To safeguard children's information it is not on public display here.

The recognised First Aiders are all trained in the use of epi-pens and each year training is given to all new members of staff – including the TAs - in their use.

### **First Aid Kits**

Kits are kept in the following locations:

- First Aid Room
- Mini-bus
- And spare packs for off-site visits
- A trolley for lunchtime which is used in the lower school corridor

In all emergency situations adults must ultimately act in the interests of the child and whilst they should follow the policy they must exercise their common sense in making judgements.

