



Alsager Highfields Primary School

Mighty oaks from small acorns grow

First Aid Policy

Prepared by Rachel Woollam

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Chair of Governing Body: A I Stancliffe

Signature: *AI Stancliffe*

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First Aid Arrangements

Alsager Highfields Primary School is mindful of the need to safeguard the well being of all pupils, staff and visitors to the school and will ensure, as far as is reasonably practicable, that first aid arrangements will be managed in compliance with the management of Health and Safety (First Aid) Regulations 1981.

The management of first aid arrangements will be undertaken to ensure there are adequate arrangements for training and retraining of first aid staff, provision of first aid equipment and facilities for recording first aid treatment.

The aims:

- To provide a prompt and appropriate response in cases of illness and injury
- To ensure compliance with all relevant legislation
- To ensure there are sufficient numbers of competent staff within the school
- To identify and implement reasonably practical arrangements to administer first aid
- To keep accurate accident records and to report under RIDDOR regulations where necessary

First Aid notices are prominently displayed throughout the school and new members of staff are made aware of first aid arrangements.

The school has a separate policy for the administration of medicines.

Responsibilities

Alsager Highfields will provide at least 5 qualified Paediatric First Aiders who have received approved training and this will be updated every 3 years. Wherever possible there will be 2 first aiders in each building during the school day and one first aider will support off site visits and/or residentials. This will be considered within the risk assessment.

Parents have the overall responsibility for their child's health and should provide the school with up to date information about their child's medical condition.

All staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents might be expected to act towards their children. All accidents including near misses must be reported and the relevant forms completed. In the event of a more serious accident Mrs Riley or Miss Eden will report the incident on PRIME.

Within school the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illnesses
- Ensure that an ambulance or professional medical help is called (where necessary)
- Complete details of injuries and treatment on the relevant form

The Governing Body review matters of Health and Safety and delegate the responsibility for ensuring policies are put in practice to the Headteacher.

Child Protection

If any concerns are raised that have Safeguarding concerns whilst administering first aid, the first aider must inform the DSL (Mrs Dyde) or DDSL team member who will then take appropriate action. The treatment of children for minor injuries, illness or medical conditions may involve members of staff in physical contact with children. Any treatment should not involve more contact than necessary and should be carried out, wherever possible, with a second adult present.

Chronic Medical Conditions

Asthma is the most common chronic medical condition in school. Children with asthma have immediate access to their inhalers which are stored in the purple medical bag within each classroom. An administering consent form should be completed by parents and is retained in the school office.

First Aid boxes

All first aid boxes are clearly labelled and checked weekly by Miss Eden for out of date stock and for replenishment. Any out of date items are discarded in an appropriate manner. The check is also documented on Smartlog.

PPE

PPE should be worn when administering first aid and when dealing with continence issues and soiling.

Accident Reporting

If an employee or visitor is injured during the school day they must seek first aid and then the accident is reported on PRIME.

If a pupil is injured during the school day the class teacher must be informed immediately. The individual will be assessed and treated by a first aider (where appropriate). In the event where the individual continues to be unwell the individual's parent/carer will be contacted to collect them from school.

For any pupil accidents involving their head a head bump form will be completed detailing potential symptoms to be aware of. In addition a call home will be made by Miss Eden.