

Ladygrove Primary School and Nursery

First Aid Policy.

Written June 2020

Due for review September 2021

First Aid Policy

Ladygrove Primary School and Nursery will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.
In the EYFS, at least one person who holds a current paediatric first aid certificate is on the premises at all times when children are present, and must accompany children on outings.

First Aid Training
All first aiders must complete a training course approved by the Health and Safety Executive (HSE) including paediatric first aid for all Nursery staff. This qualification is valid for 3 years and requalification is required before the expiry date. A list of qualified first aiders is available in the school office, Staff room.
All school staff receive epipen training.

Assessment of First Aid Provision
The Head Teacher carries out an assessment of the first aid provision for the school taking into account the types of hazards, how many people access the building and special medical needs. The Governing Body regularly reviews the school's first aid needs (at least annually) to ensure that the provision is adequate.

First Aid Provision
Basic first aid is located in the nursery, office, staff room. KS1 and KS2 have basic first aid supplies located in the main school corridor. **ALL MEDICATION WILL BE KEPT IN THE FIRST AID AREA IN THE OFFICE.** Medicines in school should be clearly labelled with the child's name. First aid supplies will be checked and replenished regularly by a nominated first aider.

The Treatment of Asthma
Asthma inhalers and spacers must be clearly labelled with the child's name and kept in the child's classroom in a named box which also displays the child's photograph. The emergency inhaler box is taken out at break time and lunch time by the designated person on duty.
(Please see Asthma policy for more details).

Educational Visits and Journeys
(Also see Educational Visits Policy)
A risk assessment is carried out by the organiser. A named first aider will attend every visit and will take portable first aid kits, having checked the contents and expiry dates.
Staff should also take with them a list of the medical needs and necessary medication required for their pupils and is familiar with the pupils and their medical needs.

Procedure
Children should be sent to a first aider for serious injuries as well as minor injuries. First aiders are to use their discretion as to whether a child needs to be monitored during the time that they are waiting for parents to arrive. Any serious incident (suspected broken bone, head bump, nose bleed) then a First Aider sits with them or asks another First Aider to sit with them. EYFS or KS1 are never to be left unattended by a First Aider.

Play time
TA first aiders are on duty at playtime.

Lunch time
Lunchtime supervisors are in the main all First Aid trained.

Any spilt blood must be washed away or mopped up with sanitizer.
Injuries must be dealt with as quickly and calmly as possible and the child reassured whilst the treatment takes place.
Injuries should be treated with the appropriate remedy i.e.
Bruises- cold water compress ice pack
Grazes- wash area with cold water
Creams- must not be applied
Cotton wool must not be used.
Cuts and grazes should be covered with an appropriately sized plaster (please check that the children are not allergic to plasters)
All first aid waste e.g. rubber gloves, must be placed inside a bag and placed in the usual refuse bin for disposal.

Parents must be informed of any major accident or injuries involving their child and notified to seek medical advice where appropriate.
If a child should require further medical treatment, the first available person must call an ambulance using the **999 service,** giving school address and nature of the problem. A staff member must stay with the child until the parent arrives. Should the parent not be available then a member of staff will attend hospital with the child. Contact should be made with the parent to explain what has been done and for the parent to meet the member of staff and child at the hospital.

Accident Book and Forms
The accident book is to be completed for significant injuries. Accident forms must be completed for more serious injuries and all head injuries.
During the summer months parents should be reminded to take extra precautions for their children against sunshine, they should be asked that they apply sun cream or sun block to their children before they come to the school and provide their child with a hat to wear in the playground.

Insurance
In the event of a claim alleging negligence by a member of school staff, action is likely to be taken against the employer rather than the employee. The school's insurance arrangements provide full cover for any claims arising from the actions of staff acting within the scope of their employment. In addition, the Council's insurance

policy covers claims arising from first aid treatment given by staff acting within the scope of their employment.

Care Plans
In some cases, children will require care plans to be created by the Inclusion Manager in conjunction with the family and the appropriate agencies. Copies of these are kept in the inclusion room, with the child's class teacher and in the staff room.