



Working Together - Aiming High

Introduction

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Tornedale has a separate policy for "Managing Medicines in School" and "Accident and Incident Reporting".

Purpose

This policy:

- gives clear structures and guidelines to all staff regarding all areas of first aid;
- clearly defines the responsibilities of all staff;
- enables staff to see where their responsibilities end; and
- ensures good first aid cover is available in the school and on visits.

Guidelines

New staff are given a copy of the Staff Handbook which briefs them on first aid procedures in school. A list of qualified first aiders is displayed in the school office. As part of the induction process new staff will be shown the accident reporting system and shown where first aid supplies are stored.

Conclusion

The administration and organization of first aid provision is taken very seriously at Tornedale Infant School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the annual Health and Safety checks by Doncaster Metropolitan Borough Council.

First Aid Policy Guidelines

First Aid in School

At Tornedale Infant School, we try to ensure that all members of staff including midday supervisors are first aid trained with at least two paediatric first-aid trained member of staff in school. This is to ensure that all areas of the school have one competent person present at all times.

As at March 2017, we have 21 emergency first aid trained staff and 2 paediatric first aid trained member of staff.

For each break-time, the school has nominated first aiders who assesses the first aid needs of children and write out first aid reports. When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify first aiders when planning any visits. During activities outside of the school day (after school clubs) there is a designated first-aider onsite at all times.

Training

All staff are offered emergency first aid training. The school office keeps a register of who is first-aid trained and when their training is valid until. The School Business Manager is responsible for organizing first aid training.

Roles and Responsibilities

The main duties of a first aider in school are:

- to complete a training course approved by the Health and Safety Executive, as required;
- to give immediate help to casualties with common injuries and those arising from specific hazards at school; and
- when necessary, ensure that an ambulance or other professional medical help is called.

Appointed Persons

The Headteacher is the appointed person within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the Headteacher, the Assistant or Deputy Headteacher will carry out this role.

First Aid Facilities

The school office and Neptune classroom are the school's designated medical rooms with sufficient first aid supplies stored there as recommended by the HSE. The school also has portable first aid kits which contain supplies recommended by the HSE and these are used for off-site visits and are kept in the administrative store room.

Accident and Injury Reporting

All first aid incidents should be recorded on the school's first aid reporting forms (yellow for head injuries only and blue for other incidents). One form is to be passed to the parent at the end of the day, and the other form is to be signed by school and the parent/carer to state that information about the incident has been shared.

FIRST AID POLICY - TORNEDALE INFANT SCHOOL

Where a child has a serious injury or injury to the head, the staff member should inform the school office who will decide whether parents should be contacted immediately. All serious injuries should be reported to the Headteacher, Assistant or Deputy Headteachers.

Calling Emergency Services

In the case of major accidents, it is the decision of the Headteacher/Assistant Headteacher/Deputy Headteacher as to whether the emergency services are to be called. If a member of staff is asked to call the emergency services, they must:

- State what has happened.
- The child's name.
- The age of the child.
- Whether the casualty is breathing and/or unconscious.
- The location of the school.

In the event of the emergency services being called, a member of the administration team, or another member of staff, should wait by the school gate and guide the emergency vehicle.

If the casualty is a child, their parents 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 of children and staff are available from the school office.