

# **GREAT CHESTERFORD C OF E PRIMARY ACADEMY**



## **First Aid Policy 2015**

**Approved by the Full Governing Body June 2015**

The school has a duty of care to the children in its charge to ensure that any accidents which cause injury to a child are dealt with in the appropriate way. The Governing Body as the employer will ensure that there are members of staff who hold appropriate certificates for the administration of First Aid and that this is updated regularly and training courses and refresher courses are made available to those wishing to hold a First Aid certificate.

There will be occasions when an adult who has not had any formal training will need to deal with incidents and it is the intention of this policy to clarify areas of responsibility.

All employees at Great Chesterford School are DBS checked before working at the school.

Emergency First Aid is carried out by trained First Aiders.

All members of staff are given the opportunity to attend First Aid training and this will be updated in accordance with the requirements from the Training body eg. Red Cross or St John's Ambulance.

Exceptions:

Minor incidents such as scratches, small cuts and abrasions can be treated by adults on duty (without a formal qualification) but should only include the use of antiseptic wipes, cold compresses and cold water swabs. Any further intervention should only be undertaken by a trained First Aider. N.B Cotton wool is not to be used on open wounds or eyes. Disposable gloves should be worn when dealing with any bodily fluids.

In the event of an incident taking place where there is only one adult available and it is not practical or sensible to move a child an emergency card will be sent to the office or staffroom for help.

First Aid kits are located on the office shelf and the Reception classroom cupboard with two travelling kits available for playground duty on the MDA noticeboard. The main first aid kit on the office shelf is checked weekly by the office staff to ensure all necessary equipment is available and a book signed to that effect.

A record of those who are trained first aiders is kept in the School Office.

The First Aid Officers are: Mrs Sarah Mitchell Headteacher  
Mrs Alison Daltrey Admin. Officer  
Mrs Amy Sargeant Deputy Head/Class 6 Teacher  
Mrs June Howes TA Reception Class

Mrs Davies and Mrs Howes are qualified Paediatric First Aiders

This list will be updated as and when changes arise and is held in the School Office.

Any intervention should be recorded in The Accident Book which is located in the School Office and the Class teacher informed. Details will include the name and class of the pupil and the type of ailment and intervention used. Where the intervention is carried out by an unqualified member of staff a decision should be made by a qualified First Aider as to whether it is necessary to inform the parent/carers directly by telephone or letter.

Where a bump to the head occurs the child's teacher must be informed and a "bumped head letter" completed and sent home with the child.

Arrangements for First Aid on school trips and Residential trips are included in the individual Risk Assessment by the Class Teacher in charge.

A mobile phone must be taken by an adult when using the school playing field.

Parents/carers are responsible for providing the school with full information about a child's medical needs both before the child starts school and if a condition develops whilst the child is attending school. Staff should also report concerns they may have about a pupil's health to the Headteacher so that the parent can be informed.

All class teachers will have a record of children with medical conditions/allergies and must ensure that any other adults working with those children are informed. A list of all children with medical conditions/allergies is kept in the school office, staffroom and also displayed behind the dining room doors.