



First Aid Policy

Reviewed by Governors	Spring 2024	
Next review date	Spring 2027	
		Signed:

Rationale

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.

Purpose

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of the staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits.

Guidelines

New staff to the school are made aware of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Holy Family Catholic Primary 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 Health and Safety checks by Coventry City Council.

First Aid Policy Guidelines

Training

All staff are offered first aid training and all staff undertake a rolling program of retraining.

First Aid Kits

Midday Assistants are issued with a small first aid bag for each playground, and carry this with them at lunchtime.

First aid kits are stored in KS1 corridor/First aid room/KS2 corridors first aid cupboard

Cuts

All open cuts should be covered after they have been treated with a mediwipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing.

Minor cuts should be recorded in the accident file and parents informed?

ANYONE TREATING AN OPEN CUT, WHICH IS BLEEDING PROFUSELY, SHOULD WEAR GLOVES. All blood waste should be placed in a bag, and disposed of in the outside bin at the side of school.

Bumped Heads

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack, the child should be given an advisory "Bumped Head" letter to take home, and return signed. The child's teacher should be informed and to keep close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book.

Accident File

The accident book is located in the first aid room, and should be completed for every incident where first aid is administered.

Calling the Emergency Services

Dial 999, ask for ambulance and be ready with the following information:

Your telephone number: 02476 333631

Give your location as follows: Holy Family Catholic Primary School, Penny Park Lane, Coventry CV6 2GU

Give your name:

Give name of the child and a brief description of child's symptoms:

Inform the Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.