

Drighlington Primary School

First Aid Policy

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'. Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

Statement of First Aid Provision

The school's arrangements for providing First Aid will:-

- Place a duty on the Head Teacher to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant duplicate booklet
- Record all occasions when First Aid is administered to employees, pupils and visitors. Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the school and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

Arrangements for First Aid, Including Playtimes, Lunchtimes and Educational Visits

The school will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the school are the main office, staffroom, classrooms, and lunch time assistant carry bags. School will always ensure there are adequate first aiders on duty at lunch and break times, and education visits, including paediatric first aiders for EYFS. A standard First Aid Kit will contain the following items:

- 1 x Leaflet giving general advice on First Aid
- 20 x Individually wrapped (alcohol-free) antiseptic wipes
- 20 x Individually wrapped sterile adhesive dressings (assorted sizes)
- 10 x Safety pins
- 2 x Face shields (with valve)
- 4 x Triangular bandages
- 2 x Sterile eye pads
- 2 x Medium sized individually wrapped sterile un-medicated wound dressings
- 2 x Large sized individually wrapped sterile un-medicated wound dressings
- 1 x Burns dressing
- 6 x Pairs of nitrile gloves
- 1 x Microporous tape
- 1 x Tufcut universal shears
- 1 x Foil blanket

The contents of the Kits will be checked on a regular basis by our Administration Team.

Lunch time staff carry bags will contain as a minimum:

- 20 x assorted plasters.
- 1 x medium dressing
- 1 x large dressing
- 1 x Face shield (with valve)
- 6 x wipes
- 2 pairs of nitrile gloves.

The contents of these Kits will be checked on a regular basis by the lunch time supervisor.

Before undertaking any off-site activities, the level of first aid provision will be assessed by the Group Leader and at least one First Aid Kit will be taken along.

Information on First Aid Arrangements

The Head Teacher will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition, the Head Teacher will ensure that signs are displayed throughout the school providing the following information:-

- The names of employees with First Aid qualifications;
- Location of the First Aid Box.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

Accidents involving bumps to a Pupil's head or facial injury

Head bumps or facial injuries will always be reported to the parent or guardian by telephone as soon as possible after the event. The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Accidents involving minor cuts or abrasions to the skin

These must be cleaned with an individually wrapped moist alcohol-free antiseptic wipe.

Transport to hospital or home

The Head Teacher will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention, an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts, then the Head Teacher may decide to escort pupil to the hospital or to appoint a nominated person to do so.

Approved by Governors 10.11.21

Reviewed By: J Kehoe 17.03.2025
(Site manager/First Aid Instructor)

Next review March 2028