



## **First Aid Policy – October 2024**

*Our school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Children at Reedley learn to become resilient and self-assured in a safe environment where challenge is key. Team Reedley are encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.*

*(Mission statement)*

Children and adults at Reedley School need good quality first aid provision. Clear and agreed systems ensure that all children are given the same care and understanding. The, administration and organisation of first aid provision is taken very seriously. There are annual procedures that check on the safety and systems that are in place in this policy.

Aims of this policy:

1. To provide clear structures and guidelines to all staff regarding all areas of first aid
2. To clearly define the responsibilities of all staff
3. To enable staff to see where their responsibilities end
4. To ensure good first aid cover is available in the school and on visits

### **First aid in school**

At Reedley Primary School, staff ensure that there is at least one emergency first-aid trained in school at all times (during the school day and extended school day) and that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits.

Members of staff receive regular training in Emergency Aid, with several staff members trained in Paediatric First Aid. In Reception there is always at least one staff member with Paediatric first-aid training. The school has nominated first aiders for playtimes and lunchtimes. When children are taking part in off-site visits, at least one of the accompanying adults is a trained first aider. Visit leaders identify this member of staff when planning visits. For Foundation Stage visits, a paediatric first-aider accompanies the group.

### **Training**

The school keeps a register of who is first-aid trained and when their training is valid until. The headteacher is responsible for organising first-aid training. The headteacher is first aid trained and at least three members of staff are paediatric first aid trained.

### **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

- When necessary, ensure that an ambulance or other professional medical help is called.

### **Appointed Persons**

The Headteacher and Pupil Support Manager are appointed persons within the school to take charge when someone is injured or becomes ill, and arrange for the emergency services to be called, if required. In the absence of these staff members, the deputy headteacher or senior staff carry out this role.

### **First Aid Facilities**

First aid boxes are located:

1. Administration Area
2. Early Resource Area
3. Middle Resource Area
4. Upper Resource Area

The boxes contain supplies recommended by the HSE. Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found with each first aid container. A file is kept with the boxes listing all pupils with medical conditions/allergies and care plans if necessary. Each class also keeps a copy of their pupil's medical conditions/ allergies.

### **Accident and Injury Reporting**

- Whenever any first aid has been administered to a child, a green medical form is completed. The incident is recorded on CPOMS with the following information:
  - Name of adult reporting incident
  - Date and time of incident
  - Location of incident
  - Part of body injured
  - Nature of the accident/injury
  - Treatment provided
  - Parent/carer informed and by which method
  - Linked students
  - RIDDOR reporting

The parents/carers are informed in person and asked to sign to confirm that they have received the information. The signed slip is kept in school. If the child walks home, then a phone call home is made to inform the parent/carer about the first aid. The signed slip is kept in school. If the first aider deems it appropriate, they call parents/carers and invite them to come into school to decide whether the child needs further medical attention or whether the child needs to go home.

Where a child has a serious injury or injury to the head, the first aider should inform the headteacher, deputy headteacher or senior teacher who will decide whether parents/carers should be contacted immediately. All serious injuries should be reported to the headteacher, deputy headteacher or senior teacher and should be recorded on CPOMS. This should be recorded as soon as possible after the incident and definitely during the same day.

If a child receives external medical treatment as a result of an incident in school, then it is reported to RIDDOR (Reporting of injuries, diseases and dangerous occurrences).

### **Calling the emergency services**

In the case of major accidents, it is the decision of the headteacher/deputy headteacher/senior teacher if the emergency services are to be called. If a member of staff is asked to call the emergency services, they must:

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school
6. Any medical conditions that the child has – the child's file will need to be accessed in the school office for this information. Ideally, this is printed off and handed to the emergency service personnel.

In the event of the emergency services being called, a member of staff waits by the school gate and guides the emergency vehicle onto the premises. If the casualty is a child, their parents/carers are contacted immediately and given all the information required. If the casualty is an adult, their next of kin are called immediately. All contact numbers for children and staff are clearly located in the school office.

### **Anaphylaxis**

A safe is located in the school hall for the storage of personal epi-pens, which is accessed using a pin number. Each wallet is labelled with:

- Name
- Photograph
- Type of allergy
- Dosage

Reedley also has a secure box located on the hall wall that contains emergency epi-pens. All staff complete on-line training on how to use the medication. The service provider checks these annually.

### **Defibrillator**

The school has 2 defibrillators. One is located outside the school office and another in a secure box in the school hall. School regularly check that they are charged and they are serviced annually.