



Elements Primary School  
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## **Elements Primary School First Aid Policy - June 2018**

The three main aims of first aid are:

- Preserve life
- Prevent the situation from worsening
- Promote recovery

At Elements Primary School, we will experience incidents requiring first aid attention. In all incidents we must ensure that, however big or small the occurrence may seem, we follow the correct guidance and be fully prepared for all possible events.

All staff will be expected to actively support the following policy, ensuring the safety and wellbeing of the children in our care and adults in the setting.

We have a number of school staff who are trained 'first-aiders' and in the event of illness or accident will provide appropriate first aid.

In the event of a more serious accident, we will contact the parent/carer as soon as possible. If hospital treatment is required and a parent/carer is not available, two members of staff will take the child to hospital and stay with the child until the parent/carer arrives. If the child is required to travel in an ambulance, a member of staff will accompany the child in the ambulance if their parent/carer is unavailable.

We will inform parent/carers if their child has had an accident and received first aid attention, using a standard slip from the Accident Book. A copy of the slip stays in the Accident Book. The first aider who administers the treatment is responsible for completing the first aid slip and passing it to the class teacher, who will share it with parents at the end of the day.

### **Qualifications held by staff in school**

Paediatric First Aid: Qualification that enables those that hold the qualification to treat all children in school.

The table below identifies the members of staff in school that carry identified first aid qualifications and in turn who they can / cannot treat:

<b>Name</b>	<b>Paediatric Trained</b>	<b>Expiry Date</b>	<b>Based</b>
Sarah Horsbrough	N/A	N/A	Executive Principals Office
Samantha Mollett	N/A	N/A	Early Years
Katie Grainger	Completed Aug 18	Aug 2020	School Office
Lucie Martin	Completed Aug 18	Aug 2020	Reception Class
Lucy Turning	Completed Aug 18	Aug 2020	Reception Class

First Aiders have allocated bases; however, they are all responsible for whole school first aid if and when required. All efforts will be made not to disrupt Foundation Stage based members of staff during lesson times.

Images of all first aiders are displayed around school e.g. classrooms and shared learning areas.

### **Responsibilities**

The safety and well-being of all children and staff in school is paramount and is the responsibility of all adults in school.

The Executive Principal, the Designated Safeguarding Lead, the identified member of the Governing body for Safeguarding, the Health and Safety Officer, Named First Aiders and Senior Leaders are responsible for ensuring that the correct policies and procedures are in place and being followed.

The Executive Principal and Office Manager will work with visit leaders to ensure that all visits off school premises are appropriately staffed to manage first aid whilst off site.

The Office Manager will:

- Monitor the first aid resources and ensure that they are kept up to stock.
- Ensure that all staff receive adequate training
- Monitor all paperwork, documentation of accidents, treatment and medication in school.
- Maintain contact with any children that require special medical treatment (Care Plan).
- Manage any prescribed medication coming into school and completion of the medication for children form.

- Oversee any administration of medication and complete the medication administered form.
- Ensure the provision of an up to date First Aid Policy and annual review of this policy.

First Aiders will:

- Ensure that they are acting in line with the whole school policy.
- Ensure that they are following their first aid training.
- Only treat those they are qualified to treat.
- Keep a stocked supply of first aid equipment in the location they are based.
- Keep up to date records at all times
- Notify the Named First Aiders / Executive Principal / Assistant Principal of any incidents that may require further assistance e.g. parent informed/child potentially needing to go home.

Whole school responsibility:

- Act in line with the whole school First Aid Policy at all times.
- Refer any injuries that require first aid to a first aider immediately.
- Completion of additional risk assessments for any Educational Visits, which include a child with medical needs / requirements..
- Ensure that you are up to date with all items of information displayed on the Health and Safety Board in the Staff room.
- Act in line with all identified care plans for specified children.
- Notify Named First Aiders / Senior Leaders of any concerns regarding first aid and the safety of all children and staff.

Parent/Guardians:

- Ensure that the school has up-to-date contact details for use in the event of an accident.
- Ensure that school is notified of all medical requirements and needs for their child.
- Meet with the Named First Aiders to discuss medical requirements for their child and how this will be managed within school, in line with a Care Plan.

### **Recording of accidents**

Accidents in school – All accidents must be recorded in one of the following Accident Books according to the time of the school day/location:

- Whole school – School Office
- Foundation – Foundation unit
- Dinner time – School Office

Accidents out of school or out of school hours, the visit leader must ensure that any accidents that occur out of school are recorded in the accident book.

An accident that has occurred out of school hours (e.g. at Flying Start or After School Clubs) and is of concern, must be referred to a Named First Aider as soon as possible and recorded in the accident book.

### **Accidents that result in the child going to hospital for treatment**

If a child has an accident at school that results in them requiring treatment in hospital, the Designated Safeguarding Lead is responsible for completing an Incident Report Form. This must be completed on the day of the injury or when the school is informed that the child has had hospital treatment.

### **Adult injury**

Any adult who has had an accident in school must seek first aid treatment from a member of staff who holds the 'First Aid at Work' Qualification at the time of the accident.

Policy agreed by Governing Body:

Date: June 2018

Policy to be reviewed:

Date: June 2019