# First Aid in School

## Document Version

1.0. Plan updated for the previous FPJS policy for Furze Platt Primary Federation (FPPF)

## Reason for Issue

Federation plan created

## Document Author

Mike Wallace

## Creation Date

November 2019

## Approved by


## Approval date


## Review frequency

Review implementation and actions annually. Changes when details and procedures change

## Document location

Website / Receptions / Medical rooms

## Version History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Status (Draft, approved etc)</th>
<th>Version History (Creation, update, archive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Nov 2019</td>
<td>MW</td>
<td>Approved</td>
<td>Creation for FPPF</td>
</tr>
</tbody>
</table>
First Aid Policy Statement

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 Furze Platt primary Federation. 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 RBWM.

First Aid Policy Guidelines

Training

All staff are offered emergency first aid training and all staff undertake a rolling program of retraining. The schools both have a minimum of two trained first aiders at any one time; the training is for ‘First aid at Work, Level three’.

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 the in the school office and medical rooms.

Additional kits, along with relevant individual’s medication, is made available for all off site trips and events. All off site trips (including residential) to have a named ember of staff responsible for medication and first aid.
Cuts

All open cuts should be covered after they have been treated. Children should always be asked if they can wear plasters BEFORE one is applied (see medical list for details). 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 secure medical bin.

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 and the child should be seen by a first aider. The first aider will contact the child’s parents/carer to explain the incident and the treatment. If the first aider is concerned, the child must be collected by the parent/carer for further treatment.

The child's teacher should be informed and keep a 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 school office and should be completed for every incident where first aid is administered. Old accident books are stored in the school office.

For major accidents, an HS1 and RIDDOR form must be completed as soon as possible after the accident. These are available from the school office.

Calling the emergency services

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

1. Your telephone number (schools) FPJS 01626 410099 / FPIS 01628 624385
2. Give your location as follows: Furze Platt Infant/Junior School, Oaken grove, Maidenhead, SL6 6HQ
3. State that the postcode is: SL6 6HQ
4. Give exact location in the setting: Which school and best access point
5. Give your name:
6. Give name of child and a brief description of child's symptoms:
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

It is important to:

Speak clearly and slowly and be ready to repeat information if asked