

LONG FURLONG SCHOOL

FIRST AID POLICY

This policy is based upon summary of DFE guidance on first aid provision in schools (from DfEE publication "Guidance on First Aid for Schools", 1998, updated 12th February 2014)

First Aid is emergency care given to an injured person in order to minimise injury and future disability before professional medical care is available (if needed).

Responsibilities

The responsibility for Health and Safety, which includes first aid, rests with the Governing Body.

The Head Teacher is responsible for ensuring that this policy is put into practice, and that good first aid practice is being carried out within the school and at events and activities organised by the school. The Head Teacher is also responsible for informing staff and parents/carers of provision made in school.

All staff should make themselves aware of available trained first aiders, facilities and the location of first aid resources.

First aid must be available at all times, including out of school trips, during PE and at all other times that the school is open (e.g., parents/evenings.) Hirers of the school premises must ensure that they have first aid arrangements in place. On the rare occasions that a lone member of school staff is off-site with a small group of children, they must have access to a telephone in order to summon assistance.

First aiders must have attended a recognised First Aid course and attend refresher courses every 3 years. A training record will be retained by the School Business Manager, who will arrange training when necessary.

The contents of the first aid cabinets/kits are to be regularly checked and maintained by the named person (Janice Markey). The first aid cabinet and kits are kept in the first aid room, opposite the internal door to the Year 2 classroom.

Responsibility for ensuring that individual pupils' medication (e.g. inhalers, Epipens) is available to school and in date is that of the pupils' parents/carers.

The named person (Janice Markey) will, in consultation with parents/carers and healthcare professionals (when appropriate), draw up Individual Healthcare Plans for those children with known medical conditions which:

- might require medication or treatment in school
- might impact upon the pupils' achievement or progress in school
- might require that the emergency services be called (e.g. asthma, allergies resulting in an anaphylactic reaction).

The School Business Manager will ensure that all reportable accidents are registered with the Local Authority and/or Health and Safety Executive, and that regular summary reports are provided to the Governing Body.

Procedures

A rota of first aiders will be established at the beginning of each academic year and ensure that there is someone on duty in the First Aid room during break times. If a member of staff has planned absence when they are timetabled to be on duty, it is their responsibility to arrange a replacement.

Injuries requiring first aid are recorded in the book in the first aid room. Any child who has received a minor injury will be given a letter to take home to their parent/carer. Class teachers will be informed if any child has received one of these letters.

If a child complains of feeling unwell during lesson time, a Teaching Assistant will look after him or her. The decision as to whether a parent/carer needs to be contacted to take a child home will be made by the class teacher.

No child who has reported feeling unwell or has sustained an injury should be left without adult supervision.

No member of staff or volunteer helper should administer first aid unless he or she has received proper training. Appropriate self-protection measures should be taken by anyone administering first aid, e.g. disposable gloves should be worn.

In the event of a serious accident requiring treatment by emergency services, the school office should be notified immediately, and will make the necessary arrangements.

For arrangements regarding accidents and incidents, refer to the ~~%~~Accident and Incident Reporting and Investigation Procedure+.

For arrangements regarding the administration of medicine in schools, refer to the ~~%~~Managing Medical Needs policy+.

This policy will be reviewed on a 3-yearly basis, or earlier in response to an incident.