



WELTON PRIMARY SCHOOL

FIRST AID POLICY

Purpose

The purpose of the First Aid Policy is to:-

- To preserve life
- To prevent conditions getting worse
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs.

First Aid Provision

- The school will ensure that there is an adequate number of qualified First Aiders
- Portable first aid kits are taken on educational visits and are kept in the first aid room
- The Designated First Aider will ensure the maintenance of the contents of the first aid boxes and other supplies
- All staff will be trained in any aspects of First Aid deemed necessary, eg asthma, epilepsy, the use of an epipen, diabetes.
- All staff will ensure that they have read the school's First Aid Policy.

First Aid Boxes

First Aid boxes are located in:-

- The school kitchen
- The First Aid room
- Foundation Class
- The Mobile Classroom
- Mobile First Aid boxes and bags are taken outside during playtime and lunchtimes.

First Aiders

The Designated First Aider for the school is Mr Steve Hutchinson. Mr Hutchinson is responsible for any injuries/illnesses with adults, and will be on call to provide advice on any injuries/illnesses with children.

All Teaching Assistants, the school office staff and the Head Teacher have the paediatric first aid qualification.

Procedures

- Daily minor first aid situations may be dealt with by all qualified First Aiders. For injuries that require closer attention, the Designated First Aider must be contacted immediately.
- All accidents/injuries must be reported by the person who initially dealt with the incident in the accident book that is kept in the school office except at playtimes.
- At lunchtime the staff will attend to minor injuries and then write them up in a duplicate book to be transferred to the accident book by the Senior Midday Supervisor. The staff who dealt with the injury will then sign the accident book.
- Parents will be contacted immediately if there are any doubts over the health or welfare of a pupil.
- All head bumps/injuries must be followed up by a telephone call home.
- IF THE SITUATION IS LIFE THREATENING, AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY.
- An ambulance should never be called unless a member of the Senior Leadership Team is aware of the situation and has determined the reasonable and sensible course of action to take in each case.
- Where hospital treatment is necessary but it is not an emergency, then the Head Teacher will contact the parents for them to take over responsibility for the child. If the parents can not be contacted, then the Head Teacher may decide to transport the pupil to hospital.
- If the Head Teacher makes arrangements for transporting a child, only staff cars insured to cover such transportation will be used and more than one member of staff will attend.

Educational Visits

The Educational Visit Policy outlines the first aid requirement for any visits out of school.

Individual pupil's medication must be taken on all off site activities, eg inhalers, epipens etc.

Administration of Medicines

The administration of medicine policy details the procedures to be used in school.