

First Aid Policy

General Statement

Sandford St Martins First school is committed to providing emergency first aid cover to deal with accidents, which occur to employees, children and all categories of visitors.

To achieve this the school will:

- Have a minimum of one suitably stocked first aid box in each key stage area.
- At least one appointed person on each site to take charge of first aid arrangements.
- Provide information to employees, children and parents on the arrangements for first aid.
- Have a procedure for managing accidents.
- Review the arrangements for first aid annually.

First Aid Boxes

All first aid boxes in the school will conform to the Health and Safety Executives (HSE) minimum provision and are located in: -

- Saplings Classroom
- Bay classroom
- Hazel classroom
- Staff room

Every classroom will have a First Aid kit to include gloves, wipes and plasters.

Appointed Persons

The following person(s) are responsible for ensuring that first aid boxes are correctly stocked according to the Authority's advice:-

Mrs Clare Pampin

Information

1. A notice will be placed in each room of the school stating the location of the nearest first aid box
2. Children will be told what to do if there is an accident.
3. Details of the school's arrangements for first aid will be included in the prospectus.

Accidents

In the event of a pupil having an accident involving an injury or suspected injury during a session time the following procedure will be followed:-

1. First aider in class to deal with injured child.
2. If further assistance needed send helping hand to office and they will organize further first aiders to assist.

If the accident occurs during breaks or lunchtime, the following procedure will be followed:-

1. Small grazes etc will be dealt with on the playground.
2. More serious grazes and head bumps to be dealt with by first aider.
3. This person will decide on further action needed.

Accident Reporting

All accidents will be recorded and reported according to the Authority's guidelines, to include:-

- The date, time and place of the incident.
- The name (and class) of the injured person.
- Details of injury and what first aid treatment was given.
- What happened to the person immediately afterwards.
- Name and signature of the person or first aider dealing with the incident.

Book to be kept in large first aid bag.

[First Aid Training](#)

The school will maintain an up-to-date list of those employees who have undergone emergency first aid training of which there are 23. There is 1 qualified first aider in school, which meets the suggested requirements of the HSC First Aid at Work Approved Code of Practice and Guidance. Every employee will be given the opportunity to volunteer for an emergency first aid training course.

[School Visits and Journeys away from school](#)

Before undertaking any off-site activities, the Headteacher will assess what level of first aid provision is needed. Where appropriate a portable first aid kit will be carried, the contents of which will conform to the Authority's guidance. All visits and journeys away from school will be risk assessed by the schools Educational Visits Co-ordinator.

[Documentation](#)

All staff will receive a copy of this policy and be made aware of the Authority's document: Guidance on First Aid for Schools. Copies of the Guidance will be given to individual staff upon request.

[First Aid Accommodation](#)

The play scheme building is suitable for administering First Aid.

APPENDIX ~ STAFF INFORMATION

LOCATION OF FIRST AID BOXES

First Aid Boxes

First aid boxes in the school conform to the Health and safety Executives (HSE) minimum provision and are located in the :-

- Every Classroom
- Staffroom
- Bum Bags to be taken outside with staff during break times, dinner times and outdoor activities.

Bum Bags are located in the staffroom and suitably signed.

The named First Aider is: -

Mrs Clare Pampin

Emergency First aiders are: -

Mrs Bolar

Mrs Oliver

Mrs Miller

Mr Sampson

Mrs Clemas

Mrs Symons

Miss Aston

Mrs Fagan

Mrs Matthews

Mrs Quinn

Mrs Dormer-Wooley

Mrs Sammers

Mrs Willis

Miss Draper

Mrs Shipton

Miss Northover

Mrs Tayler

Mrs Crook

Mrs Hardy

Mrs Jones

Mrs Webber

Mrs Desmond

Miss Carter

Arrangements for First Aid during
Playtimes and Outdoor activities

1. Teachers on duty carry first aid bum bags (contain wipes rubber gloves etc.) Minor grazes i.e. just dirty can be dealt with on the playground.
2. Procedure to be followed if injury is more serious:
 - a. child is taken to first aider at play scheme building.
 - b. If the injury is more serious, do not move the child and send for the first aider to attend at the scene.
3. All injuries that are dealt with must be written in accident book – in large kit bag.
4. Dinner Playtimes – injuries to be dealt with by dinner supervisors, if more serious take child to first aider at play scheme building.
5. Sport – Person in charge to ensure that a fully stocked First Aid box is taken to all activities.
6. Trips – All visits must be arranged after undertaking a risk assessment and advice on adequate first aid personnel. Trip leader to ensure that all pupils' medication is taken with them.

Nut Allergy

There are several children in school with an allergy to nuts. Parents are requested at regular intervals via the school newsletter, to be aware of the contents and consequences of sending food into school that contains nut or nut products. All children have symptoms of a different nature, details of which can be found in their individual care plan. In the event of a child suffering an allergic reaction, a first aider should be sent for immediately.

This policy has been updated on 2nd November 2009.

Signed (Head Teacher) _____

Signed (Chair of Governors) _____