



Eaton Primary School

First Aid Policy

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

New staff to the school are given a copy of this policy when they are appointed. This policy is annually reviewed and updated and has the safety of the children and adults receiving first aid as its priority.

There are annual procedures in place for first aid and the administration of medicines. The school takes part in the annual Health and Safety checks by CWAC Council.

Staff are expected to support and assist the trained first aider in their decision at all times.

All injuries are recorded for future reference on the accident and incident forms.

First Aid Policy Guidelines

First aid in school

Training

Mrs. L. Morrow is our First Aid Lead, Miss S. Blake, are fully trained first aiders and administer first aid provision in the school. Mrs C. Latham is the Paediatric first aider. Renewals of qualifications and training requirements are reviewed as and when necessary. A large number of school staff (List held at school) including MDAs and Kitchen Staff completed Emergency First Training in January 2022 and expires 2025. All staff renew their emergency first aid training every 3 years. A list of first aid trained staff is kept in the Health and Safety File in the school office. This is renewed when appropriate. All fully qualified first aid staff will have a refresher course following the guidelines for first aid training.

First aid kits

There is a first aid kit kept in every classroom and additional to that each class has their own first aid cabinet which consists of all the basic first aid equipment and each class has head injury slips. There is also an email sent home regarding any serious injuries. A first aid box which is taken outside for emergency use, this contains the record book for any incidents.

A main First Aid Kit containing all minor and major supplies is held by the front door to school.

We also have a fully equipped kit for sporting events and residential visits which also contains emergency inhalers.

Treatment involving blood

ANYONE TREATING AN OPEN CUT or NOSE BLEED SHOULD USE FULL PPE (eg. RUBBER GLOVES, MASK). All soiled or blood contained materials would be disposed of in the disabled toilet in a sealed disposable bag. In the event of an open wound, a plaster or dressing (as an alternative) will be applied.

Bumped heads

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents are informed by telephone (in the case of a more serious injury). The child is also issued with an incident slip to take home of which each class/bubble has their own head bump book. The child's teacher is informed and observes recovery on the progress of the child. In the event of a very serious head injury, an ambulance will be called and all symptoms will be monitored and recorded where necessary to assist the emergency services.

Accident forms

All minor incidents are recorded in on the accident sheets and kept in the school office.

In the event of an accident/incident requiring hospital treatment, the incident is recorded onto the computer system linked to Health & Safety called the PRIME system which is completed by Mrs L. Morrow or, in her absence, another fully qualified first aider.

Calling the emergency services

In the case of major accidents, a decision will made to contact the emergency services.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of staff should wait by the school gate to show the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are located in the school office.

The incident/injury is recorded on the PRIME system for reporting accidents etc. This is a County System which allows a record to be held of every incident where the emergency services have been called to a child, adult or member of staff - or if a child/adult/staff member attends hospital resulting from an incident in school PRIME must be completed.

Prime Accident Reporting Form

This form needs to completed by First Aid staff who have dealt with an incident and need a prime doing the following day by another member of the First Aid Team. This will include all the relevant information needed to insure an accurate report. This is necessary due to some First Aid staff are only part time.

Date Policy was reviewed Sept 2024

Reviewed by Mrs L Morrow and Mr A. Davies

Headlice

If we suspect a child has headlice, parents are informed and requested to examine their child. When we are informed of a case of head lice in school, we send a standard letter to the class where the case has been identified. Children should not be in school if there is evidence of live lice and this should be treated immediately.

Vomiting and diarrhoea

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

Defibrillator

The school has access to a defibrillator which is located by the main playground gate. The defibrillator is checked regularly and a record is kept in the office.

Contacts: Health & Safety Contact for Cheshire West and Chester Council 01244 976950

Reviewed September 2024