



# **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 Parrett and Axe Primary School. 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 Lancashire County Council.

## **First Aid Policy Guidelines**

### **Training**

All staff are offered emergency first aid training and all staff undertake a rolling program of retraining.

### **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 hall by the staffroom. A larger kit is stored in the school office. An emergency first aid kit is available for use during out of school visits.

## Cuts

All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied, a list will be placed in the first aid kits. 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 outside bin at the front of school.

## 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 given a bumped head band to wear indicating they have bumped their head. 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 and parents must be informed.

## Accident file

The accident book is located in the staffroom 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 online as soon as possible after the accident. These are available on the school portal.

## Calling the emergency services

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

1. Your telephone number: **01308868492**
2. Give your location as follows: **Parrett and Axe Primary School, Fairoak Way, Mosterton**
3. State that the postcode is: **DT8 3JQ**
4. Give exact location in the setting: **eg School Playground**
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 and be prepared to answer if the patient is breathing prior to giving any other details**

Reviewed by the Curriculum Committee on 6 February 2024  
Date of next review February 2025