



First Aid Policy Statement

The Governors and Head teachers of Leen Mills Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school. We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995. The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Statement of First Aid organisation

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school

Arrangement for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'.

The Appointed Person: Currently the Appointed persons are R.Charlsworth, C.Evans, K.Goldson and S.Thompson. They will regularly check that materials and equipment are available and will ensure that new materials are ordered when supplies are running low. The school has trip first aid bum-bags. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bag are running low. Responsibility to regularly check First Aid Boxes located in other areas of the school lies with all staff who access them. If First Aid boxes need replenishing the Appointed Persons should be immediately notified and extra supplies should be requested.

There is a fully stocked First Aid Box in the first aid room. The First Aid Box in the first aid room is regularly checked by the Appointed Persons.

Playground: First Aid bum bags are to be used on the playground. It is every supervising adult's responsibility to provide FA in case of a minor accident. Should an adult not have FA training, they then can request help/ second opinion from a qualified First Aider. In case of a major accident or a head injury, a qualified First Aider should be asked to assist in giving First Aid.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. All cuts should be recorded in the accident file on Scholarpack.

ANYONE TREATING AN OPEN CUT SHOULD USE MEDICAL GLOVES.

Head injuries

Any bump to the head, no matter how minor, is treated as serious. All bumped heads should be treated with an ice pack. Parents and Guardians must be informed either by Telephone, or through classdojo if there is no response. The adults in the child's class room should be informed and keep a close eye on the child. All bumped head accidents should be recorded in the accident file on scholarpack. Children with a bumped head should be given a head injury letter to take home.

Administering medicine in school

Refer to the Medicine policy

Asthma

Refer to the Asthma policy

Calling the Emergency services

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision. The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey. If the casualty is a child, their parents/ guardians 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 available from the school office.

Head lice

Staff do not touch children and examine them for head lice. If we suspect a child or children have head lice we will have to inform parents/carers. A standard text message will be sent home to all the children in that class where the suspected head lice incidence is. If we have concerns over head lice the school health team can be contacted for advice.

Chicken pox and other diseases, rashes If a child is suspected of having

chicken pox etc, we will look at the child's arms or legs.

Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look.

The policy will be reviewed annually in light of any changes

Policy adopted October 2023

Review date October 2024