



First Aid Policy

Safeguarding Statement

At Cavendish Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Cavendish Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose

- To preserve life
- To limit worsening of the condition
- 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 Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders.

Portable First Aid kits are taken on educational visits and are available from the school office.

The Authorised person will ensure the maintenance of the contents of the First Aid boxes and other supplies.

All staff will ensure that they have read the school's First Aid and Supporting Pupils with Medical Needs policies.

First Aid Boxes

First Aid boxes are located in each area of the school and should contain: micropore tape, scissors, triangular bandage, wound dressing/bandage, ice packs and covers and gloves. No medicine/tablets are to be kept in the first aid boxes.

Procedures

At Playtime or Lunchtime:

In the event of injury or medical emergency, children will be taken to the allocated First Aider or the school office.

In School:

In the event of injury or medical emergency, children will be taken to the allocated First Aider or the school office.

Any pupil complaining of illness or who has been injured is taken to a qualified First Aider to inspect and, where appropriate, treat. Constant supervision will be provided at all times.

All incidents treated by a First Aider are recorded by the same First Aider in the Pupil Medical Book and a copy is given to their parent/carer.

If appropriate, parents will be contacted as soon as possible so that the child can be collected and taken home. Parents are contacted if there are any doubts over the health or welfare of a pupil.

If the situation is life threatening then an ambulance should be called at the earliest opportunity without waiting for the appointed person to arrive on the scene.

No member of staff or volunteer helper should administer first aid unless they have received proper training, except in the case of minor cuts and grazes.

For their own protection and the protection of the patient, staff who administer first aid should take the following precautions:

- Disposable gloves should be worn
- Hands should be washed before and after administering first aid

In the event of a serious accident where an ambulance is required, the First Aider should ensure the ambulance has been called. The Headteacher and the child's parents must be informed as soon as possible. The school office will contact the child's parents/carers.

If a pupil is to be taken to hospital by ambulance a member of staff accompanies the pupil and parents/carers are asked to go immediately to the hospital.

First Aid for Staff

A member of staff sustaining an injury at work should notify the Administration Services Manager who will complete the appropriate accident form.

Staff can take advice from any qualified First Aider in school and seek appropriate medical attention if required.

Written: March 2017

Reviewed: March 2018