

Barton Moss First Aid Policy

Co-ordinator: C. Woolley

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Our Vision



Head

We value learning and knowledge and aspire to achieve our academic Potential.



Heart

We will encourage our children to develop emotional resilience and become socially confident individuals



Hands

We will empower our children treat one another with dignity and respect.

Barton Moss Equalities Statement

We have carefully considered and analysed the impact of this policy to ensure that it does not have an adverse effect on race, gender or disability equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Policy Statement

Barton Moss Community Primary School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Barton Moss Primary School is held by the Head teacher. The designated person is the First Aid teaching assistant.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

1. Aims & Objectives

Our First Aid Policy requirements are achieved by:

- Ensuring that there are a sufficient number of trained first aid staff are on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

The Head teacher will ensure that appropriate numbers of appointed persons, school first aid trained staff, and paediatric first aid trained staff are nominated, and that they are adequately trained to meet their statutory duties.

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Training:

2. Appointed Persons

At Barton Moss Community Primary all staff are First Aid or Paediatric First Aid Trained

Through law the **minimum legal requirement** is to appoint a person (the Appointed Person)

3. Equipment Organisation

Our First Aid Needs Assessment has identified the following first aid kit requirements:

Every class has a first aid box. There are 5 travel first aid kits in school for school trips. The school has a defibrillator that is checked weekly and 4 members of staff are trained in using this.

It is the responsibility of the class teacher in consultation with the Head teacher to check the contents of all first aid kits every 3 months

4. First Aid – Sequence of Events

Upon being summoned in the event of an accident, the first aider/appointed person takes charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services operator and give the following information:

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

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In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- injury to the head
- requires attendance at hospital

5. Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person and another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

6. Pupils with Special Medical Needs – HCP

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

Epileptic/Asthmatic/Have severe allergies, which may result in anaphylactic shock/Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

All these children have a specific 'Health Care Plan' which is kept by the Head teacher or SENDCo.

Copies of these can be found in the classrooms of the individual children.

7. First Aid out of school on trips or residential visits

In the event of children needing first aid on school trips:

- All staff have first aid packs and mobile phones with them.
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought.
- Parents/Carers are also informed by the school office.

- For any incident that the first aider is unsure of, a second opinion from another first aider is sought.
- Gloves are ALWAYS worn when treating ANY injury.
- Any accident or incident is reported back at school and the First Aid Record book will be completed.
- For any significant injuries the school and parents are informed immediately by telephone.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- ONE pre-determined member of staff accompanies the child in the ambulance, whilst the school contacts the Parents/Carers and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.

8. Residential Specific

- First Aid should only be carried out by qualified First Aiders.
- All First Aid incidents should be logged in the First Aid book
- The teacher in charge of the residential remains as the designated person.

See medicines policy

9. Record Keeping

All accidents requiring first aid treatment are recorded with the following information in the Accident Book kept in the lockable filing cabinet in the Main Office:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- Letters are sent home to parents if there are significant injuries.

A note will be made on the back of the incident form of the outcome of any treatment if a child was taken to hospital

10. Administering Medicines in School

More detailed information can be found in the 'Administration of Medicines' Policy.'

