



# Woodford Primary School

## First Aid Policy

'First aid can save lives and prevent minor injuries becoming major ones, teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.'

DFEE Guidance on First Aid for schools p. 4 2008

### PURPOSE

To ensure that children, staff and visitors to the school receive appropriate first aid care in the event of an accident or emergency. To ensure that clear procedures are in place for the safe storage of first aid equipment, administration of first aid to casualties and recording of incidents in accordance with health and safety guidelines.

### PROVISION OF FIRST AID PERSONNEL

**Appointed persons:** An appointed person is someone who takes charge when someone becomes ill, suffers a minor injury, looks after first aid equipment e.g. restocking after use, or who ensures that an ambulance is called when appropriate. They have completed the First Aid in the workplace course. These persons are designated first aiders. In addition, some staff in Foundation will attend the paediatric first aid course to meet the OFSTED requirements for Early Years.

Members of staff are trained in Emergency first aid. Emergency first aid training meets the requirements of the Health and Safety (First Aid) Regulations 1981, and equips staff to cope with an emergency and provides them with competence and confidence for emergency situations.

All staff are aware of children with specific medical needs in their class and information is stored in a class folder on Teams. All school staff should be aware of these children and summon help from a first aider in the event of an emergency. During off site activities the staff accompanying the children will act as appointed persons and carry a basic first aid kit. They will also carry a mobile phone to use in an emergency and know the postcode of their location to pass to emergency services in the event of needing to summon help. This will also be included on the risk assessment passed to the Educational Visits Coordinator prior to the trip. If a major medical emergency or accident occurs on a school trip, the school must be informed as soon as possible and the situation managed so that the safety of the group is not compromised. Children who are known to have potential first aid emergency needs should be identified on the risk assessment with a plan in place to accommodate their needs in the event of an emergency.

## **PROVISION OF FIRST AID EQUIPMENT**

First Aid equipment is located in the First Aid room, a spare asthma pump, Epinephrine Auto-Injectors pen and defibrillator is kept in the reception area in addition every class has a first aid bag with first aid supplies in every classroom. It is the responsibility of whoever uses equipment to replace it at a convenient time after the needs of the casualty have been met. If items are missing Mrs McEwen and Mrs Welsh must be informed. Asthma pumps, auto-injector pens are all labelled and kept in the child's classroom.

It is essential that all staff should take precautions to prevent infection and must follow basic hygiene procedures. Disposable gloves should always be used when dealing with any casualty, hands must be washed and care needs to be taken when dealing with body fluids or blood, and when disposing of dressings or other equipment.

## **RECORDING AND REPORTING ACCIDENTS**

In the event of a child having an injury the class teacher or school first aider will inform the parents. This may be by a face-to-face conversation, phone call or first aid letter home. Significant incidents will be recorded in the first aid log with the date, time, nature of injury, first aid given and what happened to the person immediately afterwards e.g. went to hospital/went home etc. When a child has received a bump to the head the parent must be informed, this can be done by face-to-face conversation or a phone call immediately. This will be followed up by a text message from the school. Records must be signed and will be kept for 21 years.

**See Appendix A for qualified first Aiders**

**This Policy was adopted and ratified by the Governing Body of Woodford Primary School**

**Signed** ..... **Dated**.....  
**Chair**

**Signed** ..... **Dated**.....  
**Headteacher**

## Appendix A

Emergency First Aid	
Tony	Evans
Julie	Kennelly
Madison	Hough
Lynn	Davis
Nicole	McKee
Simon	Rose
Louise	West
Jo	Flynn
Julie	Eames
Beverly	Leary
Anita	Milbourn
Tina	Mumford
Jody	Brenton
Michelle	Evans
Beverly	Turner
Kathleen	Ivey
Lauren	Ham

Appointed Persons	
Kathie	McEwen
Kelly	Welsh

Paediatric First Aid	
Clare	White
Helen	Hewer
Gemma	Baptie