



St Mary & St Thomas Church of England Primary School



First Aid Procedure

Author: First Aid Lead

Owner: CEO/Directors

Date adopted: March 2020

Reviewed: December 2022

Review: December 2023

We are a rights respecting school. All our policies and procedures are written and reviewed to ensure that children's rights, as detailed in the United Nations Convention on the Rights of the Child, are respected and promoted and this policy ensures:

Article 24 (Health and Health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

For more information on the convention and the rights of each child visit: <http://www.unicef.org.uk/>

First Aid Procedures

This policy sets out the normal First Aid procedures to be followed for general injuries that may occur during school time, both on the school site and whilst on trips. For specific medical policy details, please refer to the Medical Needs Policy.

Injury – Non-serious

Eg. Graze/ small cut/ nosebleed

If a child is injured, a First Aider must assess the injury and provide appropriate first aid. For a more serious injury, another First Aider should be asked to provide a second opinion.

The steps to be taken may vary dependent on the nature of the injury:

1. Injury to be assessed
2. First Aid action to be taken, if required
3. Accident note to be completed, where applicable
4. Class teacher to be informed
5. Parent to be informed at the end of the day and to sign accident note

Accident Book

In the event of an injury requiring First Aid action being taken, an accident note must be completed.

- Each slip should have an individual number
- Child's name, class and the date and time of the accident
- The nature and location of injury
- Details of the treatment given
- The signature of the person who has administered the treatment (must be a first aider)

At the end of the day, the accident slip needs to be signed by the parent (or whoever is collecting the child), they take the white copy, the yellow copy to be kept in the accident book.

In the event of the child attending an After School Club/Wraparound, the Accident Book should be given to the member of staff in charge so they can obtain the signature.

In the case of a head injury, see First Aid Procedure- Head Injuries.

Incidents which require further treatment, must be logged onto Arbor. The Lead First Aider will then discuss with the Headteacher and decide if RIDDOR needs to be contacted.

Any injury sustained due to inappropriate behaviour by another child **MUST** be logged onto CPOMs and cross referenced to the First Aid entry by accident slip number.

Injury – Requiring further medical attention

Eg. Suspected sprain, suspected fracture, persistent nose bleed

Follow above procedure, but inform parent ASAP to advise on next steps. They may wish to take their child to the walk-in centre/ emergency GP.

Injury - Severe

If a child is injured badly, or becomes very unwell in school, the Lead First Aider should be sent for, they will advise the teacher and/or learning assistant on the next steps.

If decided for emergency services to be called, the person calling for the ambulance will need to give the following information:

- **Name, age and DOB of the child/adult.**
- **Type and location of injury and the state of consciousness of the child/adult.**
- **Location of the school and location of the child/adult within the premises.**

The Office Staff will then contact the child's parents to inform them a 999 call has been made. The sick or injured child will be supervised and comforted by a member of staff who will remain with them throughout, if this person is not a First Aider, one should also be present and if a parent does not get to school in time, this member of staff will accompany the child in the ambulance. No food, drink or medicines will be given to the child

(PLEASE NOTE, THERE ARE CERTAIN EXCEPTIONS TO THIS ADVICE, CHILDREN REQUIRING AN EPI-PEN OR INHALERS WILL HAVE THE APPROPRIATE DOSE ADMINISTERED AS SOON AS POSSIBLE.)

Sickness

If a child becomes unwell in school, the parent should be called by the teacher or learning assistant in the class and asked to pick up the child, after speaking to a member of the senior management first (Headteacher or Assistant Headteacher). If the parent cannot be contacted the EMERGENCY contact details should be used.

The child should remain in class until the parent comes to collect them, if deemed necessary a First Aider should sit with them.

No child should ever be left unattended for any period of time.

First Aiders

An up to date list of First Aiders is contained in the Health and Safety Policy and is displayed in corridors around the school.

Lead First Aider: Miss Bowen or Miss Heaton

First Aid Supplies

The First Aider administering First Aid has the responsibility to restock the First Aid box used as soon as possible after they have been used. These resources are kept in the First Aid cupboard in the K.S.1 area. This should be kept neat and in tidy condition.

If any equipment is in short supply the lead First Aider needs to be informed so new stock can be ordered. The Lead First Aider has the responsibility to check and order stock.

All clinical waste bags are to be put in the bin for this purpose in the disabled toilet as soon as possible by the First Aider administering First Aid.

Adult Injuries

If staff are injured, they have a duty to seek First Aid from a person qualified in First Aid.

Following this, the staff first aid book must be filled in (situated in the office). The Headteacher will make the decision if the accident should be reported to RIDDOR, with any actions being noted.

In the event of a visiting adult being injured, then a senior First Aider must be sought, and First Aid administered. The same accident book must be completed and signed by the visiting adult. The Headteacher will then make the decision if the accident should be reported to RIDDOR.

Off Site Injuries

If children or adults receive injuries whilst on a trip then the location's First Aid procedures should be followed, their paper work completed, and the school First Aid slip completed so that the parents can be informed when the child returns to school and goes home. This is very important as there can often be no injury note given by the location of the trip.

The risk assessment form must then have a copy of the accident form completed, indicating that an accident occurred during the trip.