



Nether Kellet Primary School

First Aid Policy

First Aiders

Legally there must always be at least one member of staff trained in first aid. In school, all teaching assistants are trained in first aid as soon as practically possible when they have taken up a post. TAs based in KS1 or YR are trained in the 2 day Paediatric First Aid. TAs based in KS2 are trained in either Paediatric First Aid or the one-day Emergency First Aid at Work. The head and deputy are also trained in first aid to ensure that there is always a trained first aider on site for extra-curricular activities. Staff who run our wrap-around care are also first aid trained.

Serious Injuries/ Illness

When a serious incident occurs, all members of a staff may be called upon to help but only trained first aiders may assist with things like CPR, choking response, burns, fractures, severe cuts, etc.

Reporting to Parents

Bumps to the head, however slight, will always be reported to parents via a 'head letter', and a copy of the letter be kept in school. Parents will also be informed of any significant incident or accident that leaves a significant mark or may require after care and also, in the case of very young children who may not be able to explain an injury/ accident.

When an injury or illness is serious enough to require a hospital visit, teachers are in loco-parentis so can make that decision without parental consent. Parents are contacted wherever possible to take their child to hospital or to meet staff at hospital with their child.

First Aid Equipment

The main first aid box is situated in the staff room. Subsidiary first aid kits are kept on the lunch trolley, in the PE store, in wrap around care clubs and in the outside PE shed. The guidance set out in the LCC manual is followed for the contents of these boxes. A stock check of first aid equipment is

carried out termly by the bursar and she is alerted by first aiders to any supplies that are running low.

Risk Assessment

Risk assessment of first aid needs in school is carried out annually to review current provision and assess needs in terms of training for staff. This will take account of specific children's needs in school and the way in which staff are deployed in classes, at break and lunchtimes, trips and after school activities.

Accident Recording, Reporting and Investigation

First aid administered is recorded in the First Aid folder by the first aider.

Serious accidents involving pupils must be reported to the appointed person in charge of First Aid who will record them in the school accident book and, if appropriate, fill in a LCC accident form for pupils. For certain categories of accident and near miss, a RIDDOR form is completed.

Welfare staff record accidents that occur at dinner times and inform the Headteacher where they feel the accident should be recorded on a LCC form. All first aid administered is recorded in the school First Aid file.

For accidents or incidents affecting staff the appropriate forms are completed via Oracle Fusion. For accident or incidents affecting other adults on the premises the LCC form HS1 is used.

The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

Issuing Medicines

Medicines may be administered to children by individual members of staff and at the discretion of the Headteacher. **A permission slip must be completed by parents/guardians** that states the amount and frequency of dosage. Staff should check with the Headteacher if in any doubt. In all cases the guidance contained in the Health and Safety Manual must be strictly adhered to. Records of all medicines administered are kept in a file with a signature from the member of staff administering.

Children with Allergies

In consultation with parents, children with allergies will be monitored and precautions taken to ensure they do not access food items / materials which will cause them to have an allergic reaction.

Any Epipen, inhalers, nebulisers etc, will be kept with the child at all times i.e. in class, out on trips (teachers will look after if necessary). And a back up kept in the staffroom (fridge if needed) and in all cases Epipens and antihistamine for emergencies are kept in a clearly marked box together with the child's photograph and details etc. Please also see our Allergies Policy.

NB - It is the parents' responsibility to ensure that EpiPen and inhalers etc. are within their usable date and that school is resupplied as and when necessary.

Where severe allergies are identified a risk assessment will be carried out and precautions taken as necessary throughout school or in individual classes.