

Hylton Castle Primary School

First Aid Policy Statement

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To be reviewed: November 2019 or sooner if appropriate

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This care should extend to emergency first aid provision.

Purpose

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities and the staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

Guidelines

First Aid arrangements are discussed with New staff on Induction and are included in Staff Handbook. Staff can access the First Aid Policy on staff-share, school website and also a paper copy can be found in the Business Managers office in the Policy File. This policy is regularly reviewed and updated. This policy has safety at its priority. Safety for the children and adults receiving first aid and safety for the adults who administer first aid.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Hylton Castle Primary School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the Health and Safety checks by Sunderland City Council—these happen throughout the year. Adjustments are made immediately if necessary.

First Aid Policy Guidelines

First Aid in School

Training

We take our duty of care to all adults and children very seriously. Consequently, we have five members of staff on the premises who are fully trained First Aiders and four members of staff are fully trained in Paediatric First Aid. All first aiders undertake refresher courses when their three year term is due for renewal. Two first aiders should always be on the school premises at any one time. We ensure there is an adult with first aid knowledge on call for after school clubs. A First Aider is present for all off-site activities, i.e. trips. We also have access to 101 if we require further guidance or information. Our School Nurse make regular visits and are always happy to offer advice.

Annually, the children in Year 6 have a half day training session with St Johns Ambulance. During this training they experience CPR, bleeding, burns, head injuries and electrocution.

First Aid Kits

A first aid box is secured to a wall in the hall/dining room.

Other first aid kits can be found in: -

SEN Room	Main School Office
Staff Room	Nursery
Reception	Year 1 classroom
Year 2 classroom	Year 3 classroom
Year 4 classroom	Year 5 classroom
Year 6 classroom	DT Room
Meeting Room	Hall cupboard
Outdoor Shed	

5 Portable first aid kits are kept in the main school office to be used for off site activities. When accessing outdoor areas, i.e. school field, school playground, woodlands a portable first aid kit must be taken.

A portable first aid kit is kept on Mrs Oliver-Prince's person throughout lunchtime.

All first aid kits are replenished 1/2 termly. If stock is required during the term it can be replenished from the SEN Room supply. Ice packs after they have been used should be replenished immediately.

First Aid

First aid is administered as and when necessary by trained members of staff, and all accidents are dealt with immediately they are reported. In any case of doubt about injuries (and in the case of all head and neck injuries), we will do our best to contact parents. If they are unable to collect their child, we can normally arrange to take him/her home or to hospital, if this is felt necessary. Similarly, if the child is unwell, we will contact parents if we feel he/she should be at home.

IT IS MOST IMPORTANT THAT THE EMERGENCY TELEPHONE NUMBERS ON YOUR CHILD'S RECORDS ARE KEPT UP-TO-DATE. PLEASE INFORM US IMMEDIATELY OF ANY CHANGES.

Protocol for reporting injuries to parents

An Accident form is completed by the first aider and given to the member of staff responsible for that class during the following session as soon after the accident has occurred. Teacher informed of injury to observe during the day, if child presents with further pain, teacher should refer back to the School Office for a phone call to be made to parents. Otherwise, parents should be informed at home –time about the injury and be given the parental copy of the accident form.

Cuts

The nearest adult deals with small cuts/grazes. All open cuts should be covered after they have been treated with water or a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Minor cuts are recorded in the accident file.

A first aider is required to treat more severe cuts. Major cuts should be recorded in the accident file and parents informed.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.
All blood waste is disposed of in yellow bags, located in the SEN Room.

Bumped Heads or Neck

Any bump to the head or neck, no matter how minor, is treated as serious. All bumped heads/neck should be treated with a cold compress or ice pack. Parents and guardians must be informed BY TELEPHONE to give them the option to come and check on the child (for non-serious injury). If the parent is satisfied that the child is ok to remain in school the child's teacher / person supervising the child should be informed so that they can keep a close eye on the progress of the child. In the case of a serious injury a telephone call is made to parents to take their child to hospital. If no contact can be made then procedure will be to ring for an ambulance. ALL bumped head incidents should be recorded in the accident file and an accident report form sent home to parents via the child's class teacher. (The accident report form should be handed to the parent rather than put in the child's school bag.)

Accident File

The red accident file is located in the main school office. Accident record sheets are located in the reception area of the school and also in the staff room dockets. Each week, Mr Bell records any bumps/fall in his Incident and Accidents, if any investigations are required this are logged for Health and Safety. Each half term the Accident Record Sheets are archived.

In the event of a record being completed, please make sure that you fill in with exact and detailed information.

For major accidents that are to be reported on under RIDDOR, a paper copy of the IR1 form must be completed within 24 hours of the accident. These forms are located in the staff room dockets and Main Office. The form needs to be completed as accurately as possible. The information will then be entered onto Sunderland City Councils Incident Report online. A copy should be retained for the Main School Office Accident file.

Calling the emergency services

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

If a member of staff is asked to call the emergency services, they must:

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

In the event of the emergency services being called, a member of the Office staff or another member of staff, should wait by the school gate on Caithness Road and guide the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and be given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are located in the main school office/business managers room and also on SIMS system.

Inclusion Statement

Disability Equality

At Hylton Castle Primary School, we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs or abilities.

Pupils have Special Educational Needs if they have a learning difficulty which calls for special educational provision to be made for them. Pupils with a disability have special educational needs if they have any difficulty in accessing education and if they need any special educational provision to be made for them, which is anything that is additional to or different from what is normally available in schools in the area.

At Hylton Castle Primary School we undertake the duties, including in relation to **this policy**:

- Not to treat disabled pupils less favourably for a reason which relates to their disability
- To take reasonable steps to avoid putting disabled pupils at a substantial disadvantage
- To do our best by all disabled members of our school community in relation to the requirements of this particular policy

Gender Equality

Hylton Castle Primary School fully recognises its duty to comply with equality and diversity legislation, and its Gender Equality Scheme sets out the school's aims in relation to equality and what it will do to ensure that equality is fully embedded in practice. The school fully acknowledges its responsibilities in terms of equality issues in relation to gender, age, race, disability, religion or belief, sexual orientation and gender reassignment, including in relation to **this policy**.

Hylton Castle Primary School is firmly committed to equality and diversity, and when carrying out our functions. We shall have due regard to the need: to eliminate unlawful discrimination and harassment; to promote equality of opportunity between male and female.

This Policy should be read in conjunction with the Safeguarding Policy.