



Kings Avenue Primary School First Aid Policy

Review: April 2012
Review: April 2014
Review September 2015
Review March 2017

Agreed by Governing Body:

Signed:
(Chair of Governors)

1. List of Qualified First Aiders:

	NAME	POST	Certificate Expiry Date
1	Linda Nolan	Learning Mentor	30/03/2018
2	Eileen Blackett	Teaching Assistant	30/03/2018
3	Alice Askew	Teaching Assistant	30/03/2018
4	Elizabeth Maxted	Head of School	09/04/2017

List of Paediatric First Aiders

	NAME	POST	Certificate Expiry Date
1	Linda Nolan	Learning Mentor	26/05/2018
2	Eileen Blackett	Teaching Assistant	26/05/2018
3	Alice Askew	Teaching Assistant	26/05/2018
4	Angela Baldwin	Teaching Assistant	26/05/2018
5	Maria Trombetta	Admin Assistant	26/05/2018
6	Managey Powys	Head of School	10/01/2020
7	Phyllis Jones	Nursery Nurse	23/10/2020

List of Qualified First Aiders

	NAME	POST	Certificate Expiry Date
1	S Bachou	Teaching Assistant	01/09/2018
2	K Brennan	Teaching Assistant	01/09/2018
3	T Birchall	Teaching Assistant	01/09/2018
4	M Brown	Teaching Assistant	01/09/2018
5	S Hurd	Teaching Assistant	01/09/2018
6	A Okunade	Teaching Assistant	01/09/2018
7	K Oyefuwa	Teaching Assistant	01/09/2018
8	L Ball	Teaching Assistant	01/09/2018
9	C Khan	Teaching Assistant	01/09/2018
10	S Mehmet	Midday Meal Supervisor	01/09/2018
11	A Qamilli	Midday Meal Supervisor	01/09/2018
12	C Trombetta	Midday Meal Supervisor	01/09/2018
13	M Fearon	Midday Meal Supervisor	01/09/2018
14	J Bryan	Learning Mentor	01/09/2018

A list of qualified first aiders will be displayed in strategic places throughout the school to ensure that all staff, parents/carers and visitors are aware of first aiders and their location.

2. Location of First Aid Room.

Main Site: Ground Floor by the entrance to the school. The first aid room has a telephone and can be contacted by dialing 111 from any school phone.

3. Reporting and Treatment of Injuries.

(a) **Playground/Lunchtime Injuries.**

If a child injures himself or herself in the playground it should be reported to a Teaching Assistant on Playground Duty. Basic First Aid kits are available for each playground to treat minor injuries such as scratches and cuts. The injury should be cleaned with sterile non alcoholic wipes/cotton wool and water and if needed a plaster applied.

Other basic medical needs such as headaches and tummy aches should also be treated by a Teaching Assistant on Playground Duty. A glass of water should be given and the child should be asked to sit in a quiet place for a while and monitored.

If the injury is more serious then the Teaching Assistant should accompany the pupil to the Office where Maria/Sawsan will seek the assistance of a Qualified First Aider. **If the injury is very serious (i.e. fractures, head injuries, heavy bleeding the child should not be moved and immediate assistance requested from the First Aider via the Admin Office.**

(b) **Classroom Injuries.**

If a Child injures himself or herself in the classroom it should be attended to by the Class Teacher or Teaching Assistant. Basic First Aid kits are available in each classroom to treat minor injuries such as scratches and cuts. The injury should be cleaned with sterile non alcoholic wipes/water and if needed a plaster applied.

Other basic medical needs such as headaches and tummy aches should also be treated by a Teaching Assistant or Teacher in the classroom. A glass of water should be given and the child should be asked to sit in a quiet place for a while and monitored.

If the injury is more serious then the Teaching Assistant or Teacher should accompany the child to the Office where Maria/Sawsan will seek the assistance of a Qualified First Aider. **If the injury is very serious (i.e. fractures, head injuries, heavy bleeding the child should not be moved and immediate assistance requested from the First Aider via the Admin Office. However any member of staff may call for an ambulance – see note 9.**

In the absence of a Qualified First Aider the decision will be made by a member of the Senior Management Team.

Elizabeth Maxted – Head Teacher
Managey Powys – Head of School
Ngozi Melton – Vice Principal
Kaleigh Anyai – Vice Principal
Heather Hutchinson – Vice Principal Family Liaison

4. Location of First Aid Boxes and Contents

There must be no creams, lotions, antiseptic wipes or tablets in the kit.

- Every Classroom: gloves, plasters, sick bags and sterile wipes
- On shelf in Infants Playground: gloves, plasters, sick bags and sterile wipes
- On shelf under stairs leading to Juniors Playground: gloves, plasters, sick bags and sterile wipes
- Admin Office: gloves, plasters, sick bags and sterile wipes

First Aid Room: gloves, plasters, sterile wipes, tweezers, bandages, thermometer, sick bags, Hot/Cold Compress Packs, scissors, dressings

The classes Teaching Assistants are responsible for checking the contents of the First Aid boxes on a weekly regular basis to ensure that sufficient stock levels are maintained.

All injuries and near misses must be reported to the First Aider and noted in the Accident Book located in the First Aid Room. A letter will be sent home to the parent/carer informing them of the incident/accident and the treatment given. Serious injuries should also be reported using the Riddor Form.

5. Administration of Medicine

The school accepts the need for some pupils to receive prescribed medication during school hours. To this extent, first aiders will administer prescribed medication under the following guidelines.

In the event that a pupil requires to be given prescribed medicine whilst at school a permission form must be completed by the parent/carer and handed to the first aider.

Only first aiders are allowed to administer prescribed medicines to a pupil, which must be administered in the presence of a second adult. Unless this form is completed no prescribed medicines should be accepted at the school or administered. All prescribed medication must be properly labeled with the child's name, dosage and date.

It is the parent/carer responsibility to collect the child's medication at the end of each day as we are unable to hand the medication to the child to take home.

6. Notification of Allergies and Other Health Conditions

Parents/carers are asked at the time of admission to complete a pupil detail form in which they are asked to identify whether their child has any allergies or other Health conditions. This information is recorded on the schools pupil database and notified to the first aider.

The school admin office sends out copies of pupil records to parents/carers once a year for checking to ensure that all information (e.g. emergency contact numbers, allergies/medical conditions etc) is current and up to date.

7. School Visits

All school visits should complete a first aid risk assessment form, which must be attached to the request forms that are passed to the Headteacher for agreement. The forms must clearly identify:

- any pupils with health conditions (e.g. asthma, allergies etc)
- the arrangements to be undertaken in the event of an incident/accident
- named qualified first aider
- mobile phone number
- emergency contact list
- confirm a portable first aid box has been checked and is present together with any epi-pens or inhalers

8. Monitoring and Training

The Office Manager will ensure that:

- that there are sufficient qualified first aiders
- first aid certificates are kept up to date for all first aiders
- appropriate records are being kept and maintained
- procedures are being followed
- adequate supplies of first aid resources are ordered and maintained
- advising the premises staff of the first aid requirements for any after school activities/lettings
- that first aiders are called as necessary

9. 999 Calls

- Any member of staff may make a 999 call without further authorisation if they deem that a child or any adult on site is in a life-threatening condition
- Life threatening conditions are likely to include: significant difficulty breathing that cannot be relieved, choking, profuse bleeding, unconsciousness, anaphylactic shock, concussion or a broken limb or suspected spine fracture

- A 999 call is best made by the office staff on a mobile phone so that they can go to the patient to relay information but if the office is too far from the accident, a 999 call can be made by staff near to the accident
- Messages must also be sent for an experienced first aider (Alice, Eileen or Linda), for the Head of School or if not available an SLT member to manage the situation, a member of the office staff who will contact the parent, give back up and make sure that the ambulance is met at the school gates