

# Roseberry Primary School

## R P S



## Policy for First Aid and Medical Emergencies

Approved by the Governing Body:	October 2012
Interim Review:	September 2021
Review Date:	September 2022
Head teacher:	Maggie Fearnley

## **First Aid and Illness**

### **Article 39**

You have the right to help if you've been hurt, neglected or badly treated.

**First Aid Trained Staff:** All staff and lunchtime supervisors have basic emergency first aid

There are 8 registered First Aiders:

Mrs M Fearnley  
Mrs A MARRS  
Mrs L Maddison  
Mrs S Conway  
Mrs G Grieveson-Jones  
Miss C McCabe  
Miss L Mitchinson  
Miss R Walker

There are 6 people who hold a paediatric first aid certificate:

Mrs T Failes  
Miss R Todd  
Mrs V Haslam  
Mrs D Stockhil  
Mrs R Currie  
Mrs S Sharples

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations of provision of first aid to those children aged 5 years old or younger and are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

The lunchtime supervisors are regularly given the opportunity to train in basic first aid as are the teaching assistants.

## **Clubs**

A member of staff is usually on the premises during clubs to administer first aid if needed. All club personnel have access to pupil's information (address/medical needs) via the files in the office.

## **First Aid out of School on Trips or Residential Visits**

In the event of children needing first aid on school trips:

- One member of staff will be appointed First Aider (they do not necessarily need a qualification and will not provide any first aid for which they have not been trained).
- Staff will have a first aid kit and mobile phone.
- Minor ailments will be dealt with by the appointed person.
- For major ailments the school is informed and advice sought. Parents/carers will be informed by the school office or teacher in charge of the trip.

- If the first aider is unsure about treatment further advice will be sought.
- Gloves are always worn when treating wounds.
- Any accident or incident is reported back at school and the appropriate forms are completed.
- For any head injuries the school and the parents should be informed and the child given a bumped head letter.
- In the event of a serious incident an ambulance will always be called.
- A member of staff will accompany the child in the ambulance if necessary. Contact will be made with parents/carers in order for them to meet at the hospital.

### **Residential Specific**

- First aid to be carried out by qualified First Aiders only.
- All First Aid incidents must be logged and school given a copy of the information.
- Medicines will only be administered by a designated person (this will be the person with direct responsibility for the group the child is in). Medicines will need to have been handed over to staff with full instructions – they should be in the original packaging and prescribed by a Doctor.

### **First Aid Sequence of Events**

- The injured person will be seen by an adult and referred to the First Aider/Appointed Person if necessary.
- If the First Aider believes hospital treatment is required, that person will, in consultation with the Head teacher:
  - arrange for the emergency services (999) to be summoned if necessary
  - arrange for parents to be informed
  - arrange for the child/adult to be transported to the Accident and Emergency department by car, taking another adult as the driver
- All accidents will be fully recorded in the Accident Book by the person who dealt initially with the incident:
  - At playtimes, Teaching Assistants will deal with minor injuries
  - At lunchtimes, the Lunchtime Supervisors will deal with minor injuries
- Parents will be informed of any head injury or if the injury is likely to cause upset ie a bad graze. They will also be informed about the treatment given and of any recommendations school may have eg a visit to the Doctor or hospital.

### **Children who feel Unwell**

- Children who feel unwell should be sent to the school office.
- Monitoring of unwell children will be the responsibility of the Administrative Staff and the Head teacher.
- The decision to send unwell children home will be the responsibility of the Head teacher or the Administrative staff.
- Children with Individual Medical Needs – staff will be made aware of any such cases in their class via an information sheet updated annually and as necessary. Full details of medical needs will be kept in the office.

Please see also: Policy for Administration of Medicines

## First Aid Kit Check List

<b>First Aid Kit Check List</b>	
<b>Location of First Aid Box</b>	
<b>Identity Number of First Aid Box</b>	
<b>Name of Assessing First Aider</b>	

Contents Check	Minimum Required	Actual Quantity	Number Required
Guidance Book	1		
Individually wrapped sterile adhesive dressings (assorted sizes)	20		
Sterile eye pads	2		
Individually wrapped triangular bandages	2		
Safety pins	6		
Large sterile individually wrapped un-medicated wound dressings	2		
Medium sterile individually wrapped un-medicated wound dressings	6		
Disposable gloves	3 pairs		
Scissors			
Sterile gauze swabs (alcohol free wipes)			
<b>Additional checks</b>		<b>Yes</b>	<b>No</b>
Are items of first aid within expiry date?			
Are items of first aid in good undamaged condition?			
Is the first aid box in good condition and undamaged?			
Is the location of the first aid box clean and accessible?			
Is the first aid location sign present and in good condition?			
Is the list of trained first aiders up to date?			

<b>Actions Required</b>

## Travelling First Aid Kit Check List

<b>Travelling First Aid Kit Check List</b>	
<b>Location of First Aid Box</b>	
<b>Identity Number of First Aid Box</b>	
<b>Name of Assessing First Aider</b>	

<b>Contents Check</b>	<b>Minimum Required</b>	<b>Actual Quantity</b>	<b>Number Required</b>
Guidance Book	1		
Individually wrapped sterile adhesive dressings (assorted sizes)	6		
Individually wrapped triangular bandages	2		
Safety pins	2		
Large sterile individually wrapped un-medicated wound dressings	1		
Disposable gloves	2 pairs		
Scissors			
Sterile gauze swabs (alcohol free wipes)			
Vomit bags			
<b>Additional checks</b>		<b>Yes</b>	<b>No</b>
Are items of first aid within expiry date?			
Are items of first aid in good undamaged condition?			
Is the first aid box in good condition and undamaged?			
Is the location of the first aid box clean and accessible?			
Is the first aid location sign present and in good condition?			
Is the list of trained first aiders up to date?			

<b>Actions Required</b>