



Beechwood Primary School

First Aid Policy

Overall aim:

All children have the right to feel safe and well and know that they will be attended to with due care when in need of first aid.

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained in first aid.

Implementation

- A sufficient number of staff (including at least one administration staff member) to be trained in Paediatric First Aid and with up to date CPR qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid room.
- First aid kits will be available in each section of the school.
- A supply of medications for teachers will be available in a locked box in the medical room.
- The first aid duties will be organised to suit the school's needs.
- All injuries or illnesses that occur during lunch break will be referred to the lunchtime controller on first aid duty.
- A confidential up to date register, located in the first aid room, will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with basic first aid management skills, including blood spills and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries, including those requiring parents to be notified or suspected treatment by a doctor, will require a Paediatric first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication will be administered to children without a completed Medication form, signed and dated by the child's parents – please refer to Medical Needs Policy.
- Parents of all children who receive first aid, when considered necessary will receive a completed form indicating the nature of the injury, any treatment given, and by the name of the person providing the first aid. For more serious injuries/illnesses the parents/guardians must be contacted by the administration staff, so that professional treatment may be organised. Any injuries to a child's head, face, neck, back must be reported to parents/guardians.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.

- All teachers have authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher may confer with others before deciding on an appropriate course of action.
- In the event of a child being sent to hospital by ambulance, parents must be contacted immediately and if possible a member of staff should accompany the child until such time the parents arrive.
- A comprehensive first aid kit will accompany all trips along with a mobile phone.
- Where possible, school trips will have at least one first aid trained member of staff in attendance.
- All children attending school trips, including residential trips, will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment (EV2 form). Copies of the signed medical forms to be taken on all school trips, as well as kept at school.
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- At the commencement of each year, request for updated first aid information will be sent home including request for any asthma management plans, high priority medical forms and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each academic year. Revisions of recommended procedures for administering asthma medication will also be given at that time.

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Reviewed: April 2016

Next Review: April 2018