



## Warwick Bridge School

### First Aid Policy

**At Warwick Bridge School we are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the school's Health and Safety, Child Protection and Safeguarding policies.**

#### **Warwick Bridge Primary School Policy on First Aid in School**

First Aid is a key necessity in any professional environment and is the best way to not only save lives but also prevent minor injuries from developing into major ones. Warwick Bridge School has a duty to ensure we are adequately and appropriately prepared to provide First Aid. This policy will outline how Warwick Bridge School must ensure that the school community is aware of our procedures in the event that First Aid is required and how we are prepared for that event.

#### **First Aid Training and Equipment**

Boxes are regularly checked to ensure they meet standards. Class Teachers, Teaching Assistants, Early Years and Office staff are First Aid trained and where adults do not have the training suitable courses and refresher training is carried out. All staff must be aware of the locations of First Aid kits. This is in accordance with the Local Authority's guidance on First Aid procedure.

#### **SLT's Role in First Aid**

It is necessary for all members of the SLT to ensure First Aid preparedness is assessed and reviewed on a regular basis. Not only must they assess the level of preparation but they must act on any issues that have been raised. The Health and Safety (First-Aid) Regulations 1981 state that employees in management roles must provide First Aid equipment and ensure that any additional training based on site specific hazards is received for all First Aiders.

SLT's assessment of Warwick Bridge School's First Aid requirements must be adequate and appropriate to the schools circumstances. It should take into account not only pupils but all persons on site including staff and parents. SLT will ensure that there are adequate numbers of staff trained in Paediatric First Aid. There will be a yearly check of First aid certificates and kits will be checked by Mrs Irene Brown.

#### **What must be kept in a First Aid kit?**

While there are no mandatory requirements for the contents of a kit a minimum guideline consists of:

- 20 sterile adhesive dressings;

- 2 sterile eye pads;
- 4 individually wrapped bandages;
- 6 safety pins;
- 6 medium sized sterile un-medicated wound dressings;
- 2 large sterile un-medicated wound dressings;
- 1 pair of disposable gloves.

Arrangements should be made to keep kits fully stocked and sufficient back-up supplies should be kept on site. The whereabouts and quality of the kit is the responsibility of First Aid trained staff but should be clearly visible and portable.

Travelling First Aid kits must also be taken when pupils or a group of staff exit the site, for an educational field trip or otherwise, and an appropriately trained First Aider must accompany the group. Risk assessments for external visits must also include First Aid responses to potential hazards.

Extra-curricular activities, such as sports club, will either have a trained First Aider running the activity or there will be a trained First Aider on the school site during the activity.

### **Procedure in a First Aid Emergency**

In a situation requiring First Aid, trained First Aiders will:

- Act safely, promptly and effectively;
- Appropriately administer First Aid to scalds, burns, bone injury, muscle or joint pain, shock, eye injury, poisoning.
- First Aiders are able to perform cardio-pulmonary resuscitation, the recovery position and to care for the wounded or bleeding where necessary.
- First Aiders should know how to use the school defibrillator

The First Aider will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services and give the following information

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

In the event of an accident involving a child, where appropriate, it is our policy to immediately notify the parent of their child's accident. The Head Teacher or, in his absence, a member of the SLT should be informed if the decision to contact the emergency services is undertaken, even if the incident took place on a field trip or residential trip.

### Notification of Parents

Our procedure for notifying parents of a child's accident is to telephone them on the contact numbers we have on record. In the event of us being unable to make contact we will leave a message and attempt to reach them every half hour. In emergency cases, we will contact the parent on their emergency contact number.

### Procedure in reaction to specific incidents:

- **Cuts:** The nearest First-Aider will deal with cuts, minor cuts should be properly cleaned and dressed. Severe cuts require the notification of parents and, if necessary, contacting the emergency services. All incidents must be recorded in the accident file, both major and minor.
- **Head-injuries:** All head injuries should be treated as serious incidents. Any pupil who suffers a head injury should be treated appropriately, their parents informed and their wellbeing monitored. All head-injuries should be recorded in the accident file. Parents/carers will receive a Scholarpack text as soon as possible.
- **Allergic Reactions:** All first aid trained staff are aware of procedures involved in identifying and treating allergic reactions. Serious allergic reactions, those that require the use of an EPI-Pen, can be treated (see General Medicine Policy). Minor Allergic Reactions should be monitored and a care plan put in place. All allergic reactions should be reported to parents and recorded in the accident file.

All incidents requiring first-aid should be recorded in the first-aid incident book that is kept within the first aid cupboard and classrooms. All serious incidents will require an accident form completing by those staff members that dealt with the incident. The form should then be passed to the school administration.

### Review

The First Aid Policy should be reviewed annually by the SLT to ensure that procedures and practices are being implemented appropriately and they are effective in keeping high standards in relation to First Aid within school.

Policy written and adopted by Warwick Bridge staff **February 2022**

Ratified by Governing Board .....

Date to be reviewed **February 2023**

Signed:.....

Signed:.....

Head Teacher

Chair of Governors

Date:.....