

## FIRST AID POLICY

Reviewed September 2023

All staff have responsibility for minor injuries/accidents.

At playtimes non-teaching staff, on a rota basis, will normally deal with any children sent in by the teachers on duty in the playground. Likewise at lunchtimes, Midday Assistants will follow a rota for first aid.

The first aid box in main school is kept in the staff room. In Nursery the first aid box is a shelf next to the office and in reception on the wall in Oak classroom, near the bathroom.

In cases of serious injury or where there is any doubt, a qualified first aider must be consulted.

The first aiders will have the final say in how a pupil is treated and how long he/she should be kept under observation.

### Basic Procedures

#### a) Cleaning a minor wound:

You may clean an open wound with water and gauze swab

Only apply a plaster if the wound continues to bleed a little (check allergies first). It is better to let the air get to it.

If the wound is more serious and a dressing is required, seek further help.

#### b) Treating bruising with a cold compress:

For bruising, apply either a wet gauze swab or, if more swollen, and ice pack. Ice is kept in the freezer in the staffroom.

#### c) HEAD WOUNDS

**Advice must be sought from a qualified first aider.** If, after advice, the child remains in school a 'Head Bump Letter' **must** be sent home with the child after school to inform parents. These letters are kept in the school office/first aid boxes and on top of the first aid box in the Early Years Unit. The child should be given a sticker ("I've bumped my head today") to wear throughout the school day, to alert staff. Thereafter if there is any change in the child's well-being advice from a first aider must be sought.

#### d) Sick Children

If a child complains of feeling unwell, staff should monitor them for a short while and find out the circumstances, etc. If there is no improvement, the child should be referred to the

school bursar who will, if necessary, make arrangements for the child to be collected and taken home. Staff should ensure that the child is still supervised until collected.

If a child is physically sick, staff should deal with the child first – take to toilet, find a bowl, etc.- and then make arrangements with the caretaker for the area to be cleaned, or isolated. If the caretaker is not available, sawdust is kept outside Chestnut and a yellow bucket, mop and yellow bags are kept in the electric cupboard next to the gents' toilets. Send for help to the Headteacher if necessary.

#### e) Concern

If staff have any concerns about a child's well-being, the school nursing team can be contacted.

**All** treated injuries must be entered in the Accident Book in the first aid box (main school) / hung next to first aid box (Early Years Unit).

Injuries resulting in a child visiting hospital **MUST** be reported to the school office and the appropriate online forms completed.

A smaller first aid box is available from the office for trips, swimming, etc

### QUALIFIED FIRST AIDERS

|               |                      |            |
|---------------|----------------------|------------|
| Mrs Autelli   | PAEDIATRIC FIRST AID | 22/11/2025 |
| Mrs Perrie    | PAEDIATRIC FIRST AID | 22/11/2025 |
| Mrs Barter    | PAEDIATRIC FIRST AID | 18/09/2023 |
| Miss Rothwell | PAEDIATRIC FIRST AID | 19/03/2025 |
| Mrs Wrathall  | PAEDIATRIC FIRST AID | 01/10/2023 |
| Mrs Bell      | FIRST AID AT WORK    | 23/01/2024 |
| Ms Pickering  | FIRST AID AT WORK    | 11/02/2024 |
| Mrs Riley     | EMERGENCY FIRST AID  | 26/02/2024 |

