



## Thornhill Primary School First Aid Policy

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<b>Governor Approval Date</b>	<b>Spring 2019</b>
<b>Date of Next Review</b>	<b>Spring 2021</b>

### Policy Statement

At Thornhill Primary School we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

### Aims

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all reasonable practical steps are taken to meet the needs of all site users.
- To ensure that all reasonable practical steps are taken to maintain the health and welfare of all persons using the premises.
- To ensure that all reasonable practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- To establish and maintain safe working procedures amongst staff and pupils.
- To ensure that all medicines are stored safely and administered according to instructions received from parents.
- To develop first aid awareness amongst staff, pupils and other supervising adults.
- First Aid Provision

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently 17 First Aiders and 3 Paediatric First Aiders. The number of first aid personnel is sufficient to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for after school clubs and activities. People using the school site for evening and weekend lettings are responsible for ensuring their own adequate first aid provision. A school First Aid Course is taking place in May 2019 to retrain all applicable personnel.

Thornhill Primary School first aid training needs are reviewed on an annual basis by the Office Manager, and particularly after any changes, to ensure the provision remains adequate.

### **School Visits**

Portable First Aid kits are available to be taken on all school visits and are available from the Medical Room. A qualified First Aider is required to go on any school visit and a Paediatric First Aider will accompany children under 8 years old. A qualified First Aider plus another member of staff will administer medicines and inhalers, if required, during a school visit.

The Office Manager must make sure the boxes are replenished as soon as possible after use. The School Business Manager, will authorise the ordering of supplies.

### **First Aid Boxes**

First aid boxes are placed in clearly identified accessible locations around school and are fully stocked with suitable first aid materials. The Office Manager is responsible for ensuring first aid kits are kept fully stocked.

### **Recording and Reporting First Aid Treatment**

All accidents that require a "Accident Report Slip" note are recorded in an accident book recording the following information:

Person's Name

Date

Class

Injury

Treatment

Teacher informed

Signature of First Aider

There are three accident report books:

Pupils – minor accident book (non-reportable accidents)

Adults – accident book (non-reportable). Located in the Staff Room

Reportable accidents – accident forms (CARS) serious enough to require paramedic attention and/or resulting in serious injury such as a bone fracture. Located in the school office.

As well as this there is a near-miss book for recording incidents that could have led to injury.

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher, Office Manager or Business Manager who will decide on further action, including overseeing the completion of a AssesNet report form and ensuring its submission to [www.assesnet.co.uk](http://www.assesnet.co.uk).

These forms are kept in the accident folder, in the office. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form.

In the event of a serious accident, the Office Manager will contact the ambulance service and request an ambulance. The child's parents will be informed as soon as possible. A member of staff will accompany the child to hospital if their parents are not available.

Parents are informed of any treatment administered by a First Aider in a letter (Accident Report Slip). Parents will be contacted by telephone if deemed necessary and in all instances of a head injury.