



Bentfield Primary School

First Aid Policy

Policy Statement

At Bentfield we recognise the importance of providing adequate and appropriate first aid training, 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. This policy sets out our school's approach to general first aid; however for more specific medical conditions please see our policy on supporting pupils with medical conditions in school.

Aims

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users.
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
- To ensure that all reasonably 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 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 general First Aiders, Outdoor First Aiders and Paediatric First Aiders. Their names are displayed in the school office, staff room and in the classrooms. The number of first aid personnel is sufficient to cover breaks 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 PTA events are responsible for ensuring their own adequate first aid provision. First aid needs are reviewed on an annual basis by the senior leadership team, and particularly after any staff changes, to ensure the provision remains adequate.

Offsite visits, trips and sporting events

At least one qualified, named and listed first aider who has received training to administer epepinephrine autoinjectors (for example, 'epipens') and asthma inhalers is to be allocated to every trip. Portable first aid kits are available from the classrooms or the light and sound room. Pupil epepinephrine autoinjectors and asthma inhalers are to be taken with them and can be located in their classroom.

First Aid Boxes

First aid boxes are placed in clearly identified accessible locations in every classroom (as well as the lunch hall/wrap around childcare setting) and are fully stocked with suitable first aid materials. The main first aid area is in the light and sound room (where the significant accident book can be found).

Hygiene/Infection Control

Basic hygiene procedures must be adhered to by staff. Single use disposable gloves must be worn when treatment involves blood or other bodily fluids and disposed of with dressings (or other contaminated materials) in the medical waste bin provided in the disabled bathrooms.



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Recording and Reporting First Aid Treatment

All accidents that require a 'significant injury or head bumps' note are recorded in an accident book in the light and sound room, recording the following information:

- Person's name
- Date
- Class
- Injury treatment
- Teacher informed where appropriate
- Signature of parent where appropriate
- Signature of First Aider

There are three accident report books/forms:

- Pupils – minor accident forms for non-reportable accidents (found in the classrooms)
- Adults – accident book for non-reportable accidents (found outside the Headteachers office)
- Reportable accidents – accident book (found in the light and sound room)

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher who will decide on further action, including the completion of an "injury or dangerous occurrence report form." These forms are kept 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 emergency first aid procedure will be implemented. 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, and another member of staff will drive to the hospital. Parents are informed of any treatment administered by a First Aider.