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**Accidents and First Aid Policy**

**Aim**

We are committed to safety and as such we aim to take all reasonable actions to prevent accidents happening and to deal with them immediately when they occur. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

**Roles and Responsibilities**

Normally day-to-day decisions are delegated from the Headteacher to the recognised First Aiders, but overall responsibility for putting policy into practice remains with the Head. The school in the long-term should always have at least one qualified first aider on site, who is qualified to more than just a basic level when the children are present. There may however be short periods when the school has to be covered by those with basic qualifications only. When the recognised First Aiders are in any doubt they should always seek the advice of the Headteacher or of the most senior member of staff available.

Any information on a medical condition affecting a child should be shared with all those adults responsible for the child’s welfare. The child’s parents and the health professionals need to provide this information in writing for the school to adequately ensure it is acted upon. In cases where there is the possibility of an emergency situation arising all staff will be informed of what action to take should that occur.

**Staff Training**

All recognised Paediatric First Aiders receive a two day course of training which is refreshed every three years. Basic first aid training is given to all staff at least every three years.

**Paediatric First Aiders**

Mrs Campbell

Mrs Phillimore

Mrs Venugopal

Mrs Dixon

Mrs Knight

Miss Cole

Mrs Richards

Mr Green

Mr Denford

Miss Cutler

Miss Martin

Miss Hunt

Miss Begum

Mrs Nightingale

Miss Offin

Miss Haycox

Mrs Shutt

**First Aid Procedure**

* When an accident happens one of the recognised First Aiders should immediately be sent for.
* The First Aider will decide on what treatment is necessary and who should be contacted.
* The First Aider will always seek extra help if unsure of the treatment, and if necessary call for an ambulance.
* In any case requiring transport to hospital an ambulance will be called. (Staff transport would only be used if an ambulance was unavailable and 2 members of staff would travel with the patient in those circumstances.)
* In any serious case (and certainly those involving hospital) the First Aider will inform the Headteacher as soon as possible after the patient has been treated and is safe.
* The First Aider/Office staff will inform the parents by telephone of the circumstances, and in the case of any knocks to the head or accidents that may need further monitoring they will also make a phone call home and complete a bump note.
* If the child returns to class the First Aider will inform the teacher if they are concerned that the child needs to be monitored, and certainly do so when the child has had their head knocked, or if the child will find it difficult to express their own concerns to the teacher.
* When using ice, it should be covered with a damp cloth to prevent ‘cold burns’.
* Staff will minimise risk of infection and use gloves where contact of bodily fluids is unavoidable.

**Asthma and Severe Allergies**

If children suffer from Asthma their asthma pumps are kept in class. The pumps need to be clearly marked with the child’s name and supplied with a spacer if needed.

If the child has a severe allergy, then a photograph is taken of the child after seeking permission of the parents. This is displayed in the staff room and a copy kept in the medical room so that all are aware.

The recognised first aiders are all trained in the use of epi-pens.

**Record Keeping**

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

* Name of injured person.
* Name of qualified/emergency/school/paediatric first aider or appointed person.
* Place, date and time of accident.
* Type of accident
* Treatment provided and action taken.

Accident books will be kept at the First Aid points and in the medical room, once full they will be locked in the first aid cabinet.

**First Aid Kits**

First Aid kits will be kept at the front office, medical room, all classrooms and medical statrions for break and lunch times.

Signed: Revd. C Hetherington Ms K Stocks

 Chair of Governing Body Headteacher

Policy Update December 2019

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