

Beaconsfield Primary School



First Aid Policy

Agreed: September 2011
Review: September 2013

PROCEDURES FOR A CHILD TO BE GIVEN FIRST AID OR TO BE SENT HOME IN THE EVENT OF AN INJURY/ILLNESS AND THE ADMINISTRATION OF MEDICATION.

Step 1

If a child complains of sickness/headache/stomach ache/cough etc. the class teacher/other adult should check:

- i) Has the child eaten breakfast/lunch?
- ii) Have they been to the toilet recently?
- iii) Do they require a drink of water?
- iv) Is the complaint out of character for the child

Step 2

The First Aider will assess the child and take one of the following actions:

- i) Treat the child (if appropriate), record treatment and the child will return to class
- ii) Seek authorisation from the Head Teacher or SLT member to contact the parents to come and collect the child.
- iii) Log the phone call and details in the Parent Phone Call log book.

Accident Forms: If a child is injured the following procedures must be followed:

In Class:

- i) A minor (i.e. a graze/small cut) injury may be treated and the class teacher/other adult should complete an accident form. Each class will have a small kit of basic first aid items.
- ii) A serious injury should be referred to a fully qualified First Aider (as in Step 2 above)
- iii) The First Aider **must** complete and sign/ date the accident form ensuring that a copy is retained in the school.

In the Playground:

- i) A minor injury may be treated by any staff member by sending the child to first wash minor cuts, grazes etc. Then it can be assessed as to whether it needs to be referred to a first aider.
- ii) A serious injury or one assessed as needing some treatment should be referred to a first aider or the senior SMSA. The child should be sent to senior SMSA who will take them to the duty First Aider. The First Aider providing treatment **must** complete and sign/ date the accident form immediately.

Completed accident forms should be photocopied with copy given to the child and the original placed in the First Aid File in the Medical Room.

Serious Injuries on school premises

- An ambulance will be called as directed by the first aider or senior members of staff.
- Parents should be informed immediately and a member of staff should accompany the child to the hospital if the parent is not available.
- A copy of the child's SIMS contact sheet should be printed and given to ambulance staff to show if the child has any allergies, current medication etc.
- An accident form should be completed and statements written by witnesses as soon as possible.
- If the child does not return to school the next day a phone call will be made to the family as part of our absence monitoring policy.

On Educational Visits

Risk Assessments for all trips should be completed and submitted to the head teacher for approval at least 20 working days in advance. This should include details of mobile numbers etc. A boxed First Aid Kit must be carried on all visits. Any medicines, asthma pumps etc must also be taken.

N.B: Gloves should ALWAYS be worn when dealing with any body fluids. (It is important that all staff take this measure to protect themselves from diseases and to prevent cross infection.

Prescribed Medicines

Medicines are kept in the Head Teacher's office / Medical Room fridge. The medicine must be labelled with the child's name. No other medicines are administered. Asthma pumps are kept with children in their bag or classroom.

Only prescription medicines may be given during school time and these must be recorded on the "Medicine Permission List"

S.L.T. (Senior Leadership Team) to make decisions on sending pupils home are:

Dave Woods (Head Teacher)

Mitra Poonai (Deputy Head Teacher)

Sumen Starr (Assistant Head Teacher)

NOTE:

- 1) If a child is to be sent home, a member of the SLT must be consulted
- 2) The first aid file will be kept in the medical room
- 3) The Phone Call Log Book must be completed for calls to parents