

Bickerton Holy Trinity Church of England Primary School



First Aid Policy

Person responsible for policy:

Paul Sweetnam

Approved:

12th October 2020

Signed:

Claire Carman, Chair of Governors

To be reviewed:

FGB 6 2026



Our School Prayer

This is our school,
Let peace be here,
Let it be full of happiness.

Let love be here.
Love of one another,
Love of everyone,
Love of life itself,
And love of God.

Amen

Mission statement

Respect for oneself and others is central to our mission
of giving every child in our school
the highest standard of education and care
within a Christian community.

Our School Rules

Respect and take care of each other.
Treat others how you would like to be treated.
Share and use the school's equipment carefully.
Listen to each other and to adults at school.
Help others to learn.

SECTION A: POLICIES

General

This section contains the policies that the governing body has decided shall apply to the school. Procedures specified by the head teacher to implement these policies are detailed in Section B.

The following terminology is used in this section:

“may” indicates a suggestion by the governing body to the head teacher

“should” indicates a recommendation by the governing body to the head teacher and indicates what the governing body considers to be best practice

“must” indicates a mandatory requirement determined by the governing body

Where the head teacher is unable to implement any mandatory requirement specified in this section he must report the fact to the next meeting of the governing body and, in urgent matters, to the chair of governors.

Aims and expectations

The school is a caring community whose values are built on the values of the Church of England, mutual trust and respect for all. It is in this spirit that the First-Aid policy sets out how we care for children who hurt themselves and how we ensure their well-being and the well-being of adults in the school. This promotes an environment where everyone feels happy, safe and secure, and where everyone enjoys being at school, and promotes high quality learning.

Staff and children share a responsibility to ensure everyone’s well-being.

The role of First-Aiders

The governors intend that the school works to ensure the well-being and care of everyone here. Part of this involves first-aiders.

First-aiders are trained to deal with minor injuries and in CPR techniques. They are not doctors. Any decisions made are made to the best of the first-aiders’ ability in the best interests of the injured person and reflect the training and experience of the first-aiders. First-aiders are only expected to

deal with the immediate effects of injury or illness and to make decisions about the need to involve other professionals.

Reports by the Head Teacher

The head teacher should report organisational issues which might affect first-aid to the chair of governors, or to the full governing body in the head teacher's report as appropriate.

Monitoring

The head teacher must monitor the effectiveness of this policy and report to the governing body the effectiveness of the policy with, if necessary, recommendations for improvements.

The head teacher must arrange for appropriate records to be maintained and reviewed.

The policy should be reviewed at least every three years.

SECTION B: PROCEDURES

Introduction

In order to keep every child and adult in our school safe, and to deal with any injuries they might sustain, the school ensures that we have trained first-aiders on our staff.

Practicalities

In carrying out any first aid, every effort must be made to maintain the dignity of the recipient. First aid will often be carried out on someone of the opposite sex.

Most first-aid is carried out in Class 3's practical area. If however, more privacy is needed, for example when treating a grazed hip, the head teacher's office can be used.

First-Aid Equipment

The majority of injuries which children experience at school involve:

- The head;
- Elbows, hands and knees;
- Fingers and toes;
- Hips and thighs.

They are usually grazes and bruising. We therefore stock a range of large plasters, melolin and non-allergenic tape, along with wipes to clean the wounds. These are kept in Class 3's practical area in the first-aid drawers by the cooker. Spare stock is kept in the cupboard upstairs. For head injuries, ice packs are kept in the freezer in the staff room.

The maintenance officer is responsible for ordering replacement stock. Anyone using the last item in the first aid drawers or box should ensure new stock is put in or if there is none left, inform the maintenance officer. This should also be done if someone notices that stock is running low.

First-Aid Personnel

A list of current first-aiders in school is kept by the admin officer and is displayed on the first aid station in Class 3's practical area.

In the event of first-aid needing to be administered, the first-aider in charge of any situation is clearly indicated on the list of current first-aiders. Under normal circumstances, only one person will be required to deal with minor situations. However, in more serious situations, the 'first-aider in charge list' applies.

Ideally, we aim to have as many staff as possible qualified in FAW and paediatric first-aid, (at least 4 qualified first-aiders on the staff): at any time, one of these people should be on site. If children go on a school visit, we aim to send one first-aider with them. There are occasions when it is not possible to achieve these aims. However, every effort is made to minimise the frequency of this happening. When infant children go on a visit, a paediatric first-aid qualified person should accompany them if possible, though if this is not possible, a first-aider will accompany them.

If the first-aider is concerned about the injury, they can consult others, phone parents and if necessary, call an ambulance. If in doubt, call an ambulance.

Training

It is the aim of the school to reach a situation whereby the vast majority of staff are fully qualified first-aiders. INSET days may be used for this.

Records

Minor injuries are recorded on the school's format and kept in a loose leaf folder in the admin officer's area. All minor injuries should be recorded in this folder.

Any head injuries must be reported to parents of children either by letter, in person or on the phone. They should also be reported to the head teacher. A first-aider must check any person who suffers any kind of head injury.

If the injury requires the child or adult to go from school to hospital or to their doctor, the PRIME system of accident reporting must be used and the head teacher informed. The information must be input onto the PRIME system within 24 hours of the accident / injury. Paper copies of such accidents do not need to be kept as the PRIME system keeps all records of these serious accidents.

Preventing Accidents

The head teacher and the governing body will monitor the types and locations of accidents in order to see if improvements to premises could be made to reduce the number of accidents.

Regular whole school safety assemblies take place, along with PSHE sessions in each class.