

# First Aid Policy

Rewritten: July 2018

Review date: July 2019

## Policy Statement

At TOSH it is has always been policy to have all staff qualified in pediatric first aid. All new staff members are provided with this training as soon as it is available.

All staff renew their qualification at least once every three years and monthly staff meetings are sometimes used as an opportunity to practice and revise first aid treatment and training.

## Introduction

*'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'*- Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

## Statement of First Aid Provision

The School's arrangements for providing First Aid will:-

- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Maintain that all staff are paediatric first aid trained which will be renewed every three years.
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Notify parent/guardian that first aid treatment was given to the child.

## **Arrangements for First Aid**

TOSH (The Old School House) will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:-

*In the kitchen*

*In the Office*

*In the cupboard in the Infant Community*

## **A standard First Aid Kit will contain the following items:**

Leaflet giving general advice on First Aid

20 individually wrapped sterile adhesive dressings assorted sizes

4 triangular bandages

2 sterile eye pads

6 safety pins

6 medium wound dressings

2 large wound dressings

3 extra large wound dressings

1 pair of disposable gloves

The contents of the Kits will be checked on a regular basis by Health and Safety Officer Camilla Brissenden.

Before undertaking any off site activities the level of first aid provision will be assessed by the Principal and at least one First Aid Kit will be taken along.

## **Information on First Aid Arrangements**

The Principal will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

### **Accidents involving bumps to a Child's head**

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required the parents/ Carers will be informed when they collect the child.

However if emergency treatment does need to be sought for whatever reason then trained first aiders will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Principal may decide to transport the pupil to the hospital.

Where the Principal makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

Parents / carers are informed immediately by telephone if their child receives a head injury or sustains a wound more serious than a graze. They will be invited to collect their child from nursery to seek medical attention if they feel it is necessary.