



Sandford St. Martin's
P R I M A R Y S C H O O L

First Aid Policy 2023-24

Our mission statement: Learn Love Laugh

Safeguarding

If there are any Safeguarding issues that arise from the implementation of this policy, then they should be dealt with in accordance with the School's Safeguarding policy. Any safeguarding concerns should be referred directly to the School by telephone or in person for the attention of the Designated Safeguarding Lead along with any concerns relating to the Prevent Strategy.

Equality

This policy should be read in conjunction with the School's Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equality of opportunity and foster good relations for all.

First Aid Policy

General Statement

Sandford St Martin's Primary school is committed to providing emergency first aid cover to deal with accidents, which occur to employees, children and all categories of visitors.

To achieve this the school will:

- Have a minimum of one suitably stocked first aid box in each key stage area.
- At least one appointed person on site to take charge of first aid arrangements.
- Provide information to employees, children and parents on the arrangements for first aid.
- Have a procedure for managing accidents.
- Review the arrangements for first aid annually.

This policy will also adhere to the Safeguarding/Child Protection Policies and Prevent Strategy where applicable.

First Aid Boxes

All 'First Aid Boxes' in the school will conform to the Health and Safety Executives (HSE) minimum provision and are located in: -

- First Aid Room
- Wall mounted kit in each main corridor

Defibrillator

A defibrillator is situated in the school studio. It is stored in a locked cabinet and is usable on both children and adults.

Appointed Persons

The following person(s) are responsible for ensuring that first aid boxes are correctly stocked according to the Authority's advice:

Mrs. Pampin and Mrs. A Crook

Information

1. A notice has been placed in each room of the school stating the location of the nearest first aid box.
2. Children will be told what to do if there is an accident.
3. The school's First Aid Policy will be available on line and a paper copy will be available from the office

Accidents

In the event of a pupil having an accident involving an injury or suspected injury during a session time the following procedure will be followed: -

1. Teacher/First Aider in class to deal with injured child.
2. If further assistance needed send helping hand to office and they will organize further first aiders to assist.

If the accident occurs during breaks or lunchtime, the following procedure will be followed: -

1. Small grazes will be dealt with on the playground by the nearest adult.
2. More serious grazes and head bumps to be dealt with by first aider.
3. This person will decide on further action needed.

Anyone treating an open cut should use gloves.

Head injuries

Any bump to the head, no matter how minor is treated as serious. Adults should keep a close eye on the child. All bumps will be recorded and a pink form completed and sent home. In addition to this any child who bumps their head will be issued with a pink wrist band stating name, date and time of incident.

Accident Reporting

All accidents will be recorded and reported according to the Authority's Guidelines, to include:

- The date, time and place of the incident.
- The name (and class) of the injured person.
- Details of injury and what first aid treatment was given.
- What happened to the person immediately afterwards.
- Name and signature of the person or first aider dealing with the incident.

All injuries that are dealt with must be written on the child's first aid record in the class file and a first aid slip completed for the child's parents.

First Aid Training

The school will maintain an up-to-date list of those employees who have undergone emergency first aid training. There are currently 2 members of staff with at First Aid at Work Level 3(QCF) qualification, 3 with Paediatric First Aid training and 6 with Paediatric First Aid level 2, which meets the suggested requirements of the HSC First Aid at Work Approved Code of Practice and Guidance. Every employee will be given the opportunity to volunteer for an emergency first aid training course.

School Visits and Journeys away from School

Before undertaking any off-site activities, the teacher in charge will complete a Risk Assessment and hand it to the Educational Visits Coordinator (Mrs. T Davies) who will assess what level of first aid provision is needed. Where appropriate a portable first aid kit will be carried, the contents of which will confirm to the Authority's guidance.

Documentation

All staff will receive a copy of this policy and be made aware of the Authority's document: Guidance on First Aid for Schools. Copies of the Guidance will be given to individual staff upon request.

First Aid Accommodation

The 'First Aid Room' is suitable for administering First Aid.

APPENDIX ~ STAFF INFORMATION

LOCATION OF FIRST AID BOXES

First Aid Boxes

First aid boxes in the school conform to the Health and safety Executives (HSE) minimum provision and are located in the: -

- First Aid room
- Wall mounted kits in each corridor
- Bum Bags to be taken outside with staff during break times, dinner times and outdoor activities.

Bum Bags are located in the First Aid room and suitably signed.

Arrangements for First Aid during Playtimes and Outdoor activities

1. Teaching Assistant/ Lunchtime Supervisor on duty carry first aid bum bags (contain wipes rubber gloves etc.) Minor grazes i.e. just dirty can be dealt with on the playground by the nearest adult.
2. Procedure to be followed if injury is more serious:
 - a. an adult assesses child's injury
 - b. child is taken/sent to first aider in main school building with Mr. Bump card
 - c. If the injury is more serious, the child is not moved and the first aider is sent for to attend at the scene.
3. All injuries that are dealt with must be written on the child's first aid record in the class file and a first aid slip completed for the child's parents.
4. Sport – Person in charge to ensure that a fully stocked First Aid box is taken to all activities.
5. Trips – All visits must be arranged after undertaking a risk assessment and advice on adequate first aid personnel. Trip leader to ensure that all pupils' medication is taken with them.

Nut Allergy

There are children in school with an allergy to nuts. Parents are requested at regular intervals via the school newsletter, to be aware of the contents and consequences of sending food into school that contains nut or nut products. All children have symptoms of a different nature, details of which can be found in their individual care plan. In the event of a child suffering an allergic reaction, a first aider should be sent for immediately. School staff have received EpiPen training.

First Aiders in School

Main First Aiders with First Aid at Work Level 3 QCF

Mrs. Clare Pampin Certificate expires 27/01/25
Mrs. Angie Crook. expires 27/02/25
Mr. Paul Beveridge expires 07/09/25

Paediatric First Aid

Mrs. Melanie Derham expires 14/09/25
Mrs. Diane Clemas expires 28/03/25
Mrs. Jane Robertson expires 15/05/24

Paediatric First Aid level 2

Name	Date of course	Expiry
Jenny Allen	28.10.22	27.10.23
Julie Lee	28.10.22	27.20.23
Naomi Page	28.10.22	27.10.23
Sharon Miller	28.10.22	27.10.23
Sharon Shipton	28.10.22	27.10.23
Tanya Willis	28.10.22	27.10.23



SANDFORD ST MARTIN'S CE (VA) PRIMARY SCHOOL

FIRST AID POLICY	
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