



6.11

First Aid

Policy statement

At least one person who has a current paediatric first aid certificate is on the premises and is available at all times when children are present, and must accompany children on outings.

We are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one adult with a current first aid certificate is on the premises, or on an outing, at any one time. The first aid qualification includes first aid training for infants and young children. We aim to ensure that first aid training is local authority approved and is relevant to adults caring for young children.

Procedures

The first aid kit

Our first aid kit is accessible at all times and contains the following:

Triangular bandages (ideally at least one should be sterile) x 4.

- Sterile dressings:
 - Small x 3.
 - Medium x 3.
 - Large x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16 dressing x 2.
- Container of 6 safety pins x 1.
- Guidance card as recommended by HSE x 1.

In addition, the following equipment is kept near to the first aid box:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- A children's forehead 'strip' thermometer.
- A supply of ice packs are kept in the fridge.
- Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers.

- The first aid box is easily accessible to adults and is kept out of the reach of children.
- There is a named person in the setting who is responsible for checking and replenishing the first aid box contents.
- Medication is only administered in line with our Administering Medicines policy.
- In the case of minor injury or accidents, first aid treatment is given by a qualified first aider.
- In the event of minor injuries or accidents, we normally inform parents when they collect their child, unless the child is unduly upset or we have concerns about the injury. In which case we will contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.
- An ambulance is called for children requiring emergency treatment. We contact parents immediately and inform them of what has happened and where their child has been taken.
- Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.
- Accidents and injuries are recorded in our accident record book and, where applicable, notified to the Health and Safety Executive, Ofsted and/or local child protection agencies in line with our Recording and Reporting of Accident and Incidents Policy.

First Aid

There are several fully qualified First Aiders on the staff who are on site during normal school hours. In addition to this the whole staff have regular INSET half day courses to refresh their basic first aid skills.

The school has written details from parents of any allergies that may affect their child.

In the event of a child having sustained a minor injury they will be brought to the office and taken by the Medical Officer to the sick room, who will assess the injury and administer appropriate treatment. The child will remain in the sick room until the Medical Officer is satisfied that they can continue their normal activities. The incident will be recorded on an accident form which must be signed by a parent and then filed for three years.

Any injury to the head, however minor, will be noted on a special slip and the parents will be advised to observe their child carefully. If the child is able to re-join his class the member of staff will be made aware of the child's injury and be asked to monitor the child's condition in case of a delayed reaction.

In the event of a more serious injury the member of staff present will send for help if they deem it necessary, or accompany the child to the office if they are able to walk. If a parent is called and decides to take the child to hospital, the accident form should be copied and given to the parent to take with them and they should be accompanied by a member of staff.

If there is any question that movement may cause further injury the child will be kept warm and as immobile as possible, until professional advice is available.

An ambulance will be called and the parents advised.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2009)
- Basic Advice on First Aid at Work (HSE Revised 2008)
- Guidance on First Aid for Schools (DofEE)

This policy was adopted by	Silverhill School
Date	January 2018
Review Date	January 2019
Name of signatory	Jenifer Capper
Role of signatory	Head Mistress