



## **Mossy Lea Primary First Aid Policy**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. The administration and organisation of first aid provision is taken very seriously at Mossy Lea Primary School. There are annual procedures that check on the safety and systems that are in place in this policy.

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

### **First aid in school**

At Mossy Lea Primary School, we ensure that there is at least one emergency first-aid trained in school at all times (during the school day and extended school day). This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences. All members of staff receive regular training in Emergency Aid, with one staff member trained in Paediatric First Aid.

The school has nominated first aiders for playtimes and lunchtimes.

When children are taking part in off-site visits, a first-aider accompanies all groups. Visit leaders identify this member of staff when planning visits.

For Foundation Stage visits, a paediatric first- aider accompanies the group. During activities outside of the school day (after school clubs), there is a designated first-aider onsite at all times.

### **Training**

The school keeps a register of who is first-aid trained and when their training is valid till. The headteacher is responsible for organising first-aid training. All teachers and TA's are first aid trained and as are the majority of support staff.

Roles and Responsibilities The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required.

- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

### **Appointed Persons**

The headteacher is the appointed person within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the headteacher the deputy headteacher or senior teachers will carry out this role.

#### First Aid Facilities

First aid boxes are located:

1. Staffroom
2. Classroom area

The boxes contain supplies recommended by the HSE. Inventories are kept of all first-aid supplies including expiry dates.. A member of staff is designated to refill the boxes on a weekly basis. If after an incident more supplies are need for a box the staff member will inform the designated person.

### **Accident and Injury Reporting**

All first-aid incidents are recorded in the first-aid record book. Whenever any first aid has been administered to a child, a medical form is completed. The parents/carers are informed via a accident slip, a copy of the slip is kept in school. If the first aider deems it appropriate, they call parents/carers and invite them to confirm that they have received the information. If the first aider deems it appropriate, they call parents/carers and invite them to come into school to decide whether the child needs further medical attention or whether the child needs to go home.

Where a child has a serious injury or injury to the head, the first aider should inform the headteacher or senior teacher who will decide whether parents/carers should be contacted immediately. All serious injuries should be reported to the headteacher or senior teacher and should be recorded via an email.

### **Calling the emergency services**

In the case of major accidents, it is the decision of the headteacher/senior teacher if the emergency services are to be called. If a member of staff is asked to call the emergency services, they must:

1. State what has happened
2. The child's name
3. The age of the child

4. Whether the casualty is breathing and/or unconscious

5. The location of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents/carers are contacted immediately and given all the information required. If the casualty is an adult, their next of kin are called immediately. All contact numbers for children and staff are clearly located in the school office or can be found on the SIMs system.

Date policy written: January 2019 by /Iain Pearson

Date approved by the full Governing body: January 2019

Date to be reviewed: January 2020