

Canon Barnett Primary School

First Aid Policy

2016 - 2019

- The governors of the school has a duty as an employer to assess and implement arrangements for First Aid within the school
- In the school environment the Head teacher has the responsibility of providing trained First Aiders, this is delegated to the Deputy headteacher
- At present there are two categories of First Aiders
- A designated first Aider who has either a current First Aid at Work or Paediatric certificate issued by the HSE approved trained or consultant
- An appointed person who has received training on an emergency treatment of casualties (normally one day course) who will be able, in the absence of the qualified first-aider, to take charge of a situation - e.g. administer resuscitation, control bleeding, call an ambulance etc.

## Who can be a First Aider?

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a voluntary basis.

When selecting first aiders, governing bodies/ head teachers should consider the individual's:

- Reliability and communication skills;
- Aptitude and ability to absorb new knowledge and learn new skills;
- Ability to cope with stressful and physically demanding emergency procedures;

A first aider must be able to leave to go immediately to an emergency.

Contacting first-aid personnel: if unsure then the office will contact a qualified first aider within the school

## Procedure for treating casualties in school

- All accidents in the school must be reported and entered into the accident book by the person that is treating the casualty (see accident reporting folder guidance)
- We have designated first aiders who are available to treat more serious injuries. These people are named on the First Aid notices displayed around the school.
- A person who has minor injury will be treated by the Teaching Assistants and all treatment and cause of the accident logged in the first aid book by the person who is treating the casualty.
- For head injuries, as well as entering the injury in the accident book, a head injury letter must be signed by the Head Teacher or Senior Management and given to the patient or carer, making sure that they are aware that their child has had an accident.
- All major injuries will be dealt with by the designated first aiders once again treatment and cause will be entered in the first aid book
- In the case of a serious injury and if child or adult has been taken to hospital in ambulance the Head Teacher/ SLT member will fill out a accident/incident database form and notify Health and Safety department of all ill health conditions and dangerous occurrences etc

## Children with Special Needs

### Person with Responsibility: Claudette Salmon

It is the responsibility of the Inclusion leader to ensure that a risk assessment and subsequent care plan is in place before the child enters the school. Each class teacher must be given a copy which they should familiarise their selves with and keep in an easily accessible place.

## Resources

### Person with responsibility: Sarah Dirs and Roushanara Begum

There is a person who is designated in charge of First Aid and who is responsible for ensuring that the equipment and resources are adequate and appropriate. There is a budget for First Aid.

- First Aid notices with the names of all trained staff must be displayed around the school in prominent positions
- First Aid boxes are located in central places - on the second floor, next to the head teacher's office, in the EYFS, in the Reception and in the playground shed
- The person in charge of First Aid will supply a list of what is expected to be in the First Aid carry bags
- The evacuation grab bag will include a first aid kit
- Wherever there is a chance of someone being burnt, red First Aid boxes for burns, must be positioned - staffroom, pupil kitchen, school kitchen

Half termly checks that all the above are in place must be carried out and a monitoring form signed to show compliance

### Teaching Staff responsibility

- Each class teacher is supplied with a carry bag for First Aid for educational visits. It is the responsibility of the teacher to ensure that it is kept stocked.
- Each class teacher must be aware of any special equipment that a child in their class needs when making an educational visit. This should be included on the risk assessment

### Storage

- The First Aid cupboard is located outside of the reception classroom. This allows access to the disability toilet if water or privacy is needed.
- Resources are stored in a central area in the room next to the head teacher's office

### Location of the School

- If an ambulance is needed then it should be directed to Gunthorpe Street, E1 7RQ