



## **Coads Green Primary School**

### **First Aid Policy General Statement**



Coads Green 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 each 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: -

- Wall mounted kit in the teaching and learning space
- Class 1
- Staff toilet (trips)

#### **Appointed Persons**

The following person(s) are responsible for ensuring that first aid boxes are correctly stocked: Miss Claire Bader and Mrs Emma Gooding.

1. All staff are aware of 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 the website 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 etc will be dealt with by the teacher on duty or a first aider (dependent on severity).

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

### **Accident Reporting**

All accidents will be recorded and reported and must 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.

'Accident Record Book' is kept in the school office and completed for all accidents, and first aid slips to be completed and copied for the child's parent(s)/carer(s).

### **First Aid Training**

The school will maintain an up-to-date list of those employees who have undergone emergency first aid training:

Mrs Emma Gooding -Paediatric First Aid

Miss Hayley Thorp – Paediatric First Aid

Mrs Maria Abbott - First Aid at Work

Leisa Rippon - Emergency First Aid

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 Emma Gooding, who will assess what level of first aid provision is needed. A portable first aid kit will be carried.

### **Documentation**

A copy of this policy will be displayed in the staffroom.

## 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: -

- Class 1
- Staff toilet (trips)
- Teaching and learning space

### Arrangements for First Aid during Playtimes and Outdoor activities

1. Teaching Assistant/ Lunchtime Supervisor on duty assesses the injury and child sent to a first aider.
2. Procedure to be followed if injury is more serious:
  - ✓ an adult assesses child's injury
  - ✓ child is taken/sent to first aider in main school building.
  - ✓ 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 in accident book – in school office 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 no children in school with an allergy to nuts. However, 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.

**Approved by: Governing Board**

**Date:** 20<sup>th</sup> November 2023

**Last reviewed on:** September 2023

**Next review due:** September 2025 (or before as required)