

# Boundary Primary School



## First Aid Policy

Review period: 2 yearly

Date last reviewed: March 2021

Person responsible for this policy: School Business Manager

In Boundary Primary School, we ensure that all possible measures are taken to keep people safe and ensure that the best possible care is given to all of the children and adults within our establishment.

### **Training**

In Boundary we will ensure that

- At least one person within school will have an up to date 'First Aid at Work' certificate
- There is at least 1 Paediatric First Aid trained member of staff in Early Years
- As many staff as possible will hold current basic first aid certificates; either 'Emergency First Aid' or 'Paediatric First Aid'
- A nominated member of staff is responsible for ensuring all staff training is kept up to date
- A list of nominated first aiders is placed in every room throughout school and kept up to date.
- All first aid training is HSE approved and also delivered by OFSTED approved providers where possible
- SIMS is updated of all staff's current first aid certificates.
- A nominated first aider is always present in the building and is present on every outside visit and Residential trip

### **First Aid kit/Bag**

In Boundary, our first aid supplies

- Comply with the Health and Safety (First Aid) Regulations 1981
- Are regularly checked by nominated first aiders and restocked as necessary by the Phase Leader
- Are easily accessible by adults
- Are clearly identified by recognised signage
- All bags are purple back packs
- Are not easily accessible by children i.e. Stored in a store cupboard

## **Inhalers**

All inhalers must be kept in green boxes in classrooms and only accessed by an adult supervising the child.

## **Accident procedures**

- All accidents are recorded in an accident book, which is kept safely and accessibly in every first aid bag or first aid kit. A text is sent home if a child has had a bump to the head.
- All first aid staff complete accident book as soon as the casualty has been dealt with
- Serious accidents to children i.e. bumps, fractures are always reported to parents by telephone call
- **Only minor injuries e.g. minor cuts, grazes are dealt with by those holding emergency first aid qualifications. More serious cases, such as fractures, bumps, falls etc are always referred to adults holding a Paediatric First Aid or First Aid at Work qualification.**
- Ofsted is always notified in the case of a death or serious injury of a child or an adult. Blackpool Council are notified of any serious injury and a copy of the Accident Form is forwarded to the Health and Safety Team.
- Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the Health and Safety Department within Blackpool Council
- All staff to report injuries and complete a relevant accident report form which are kept in the office. School Business Manager to investigate and pass to Headteacher to sign and if required send to Health and Safety Department at Blackpool Council.
- We meet our legal requirements for the safety of employees by complying with the Reporting of Injury, Disease and Damage Occurrences Regulations (RIDDOR)

## **Medical conditions**

- A medical list is produced annually and updated when new medical information is provided detailing all relevant medical information regarding the children in our care.
- A medical list is produced annually and updated when new medical information is provided detailing all relevant medical information regarding the staff in our care.
- The medical list is located in every first aid bag and easily accessible to all staff.

- At the time of admission or employment within our school, parents/guardian written permission is sought to administer emergency medical treatment
- All relevant medical information is gathered prior to the child being admitted into the school.

### **Prescribed medication**

- Wherever possible we will encourage parents / carers to take responsibility for dispensing prescribed medication to their children.
- Any prescribed medication is kept in the office first aid cupboard, which is locked, stored in their original containers, clearly labelled and inaccessible to children.
- Drugs such as Ritalin, if required, will always be stored in a locked and secure place.
- Parents are required to provide written consent by completing a medicine form, available from the school office and this should have clear written instructions, with accurate timings and dosage, should they require staff to dispense prescribed medication.
- All staff carrying personal use medication e.g. Paracetamol, inhaler must ensure that it is locked in the office first aid cupboard in school and clearly labelled with their name.
- All staff carrying epi pen, insulin should store in a relevant safe location and inform staff/first aider of location for emergency use. Individual needs will be assessed.

### **Health Care plans**

- Children with ongoing medical issues or severe short term difficulties will be placed on a health care plan, which will be drawn up in conjunction with the Safeguarding Officer, carers and any relevant medical professionals.
- All health care plans will be held centrally by the Safeguarding Officer and reviewed as part of an ongoing assessment of the child's needs.
- A copy of these health care plans is also held in the school office and with class teachers.