



WHITTINGTON C.E. PRIMARY SCHOOL

FIRST AID POLICY AND EMERGENCY PROCEDURES

Adopted by the Governing Body: 12 March 2020
Updated: February 2020
Review: Spring Term 2022

FIRST-AIDER

- All First Aiders will hold a First Aid certificate, either Emergency First Aid or First Aid at Work (List maintained by the office and identifies current qualified staff)
- All First aiders will be listed on notices around school.
- Qualified lunch time supervisors are responsible for First Aid between 12.00 pm and 1.15 pm.
- First aiders will maintain first aid boxes and notify the designated First Aider if they require further resources. This is overseen by a designated TA.

Apart from very basic immediate care, all other injuries must be directed for the attention of a First Aider.

In all cases of head bumps and injuries, a letter must be sent home to parents, informing them of the injury.

FIRST AID KITS

First Aid Kits are located in all classrooms and the kitchen. First Aid kits for off site visits are held by the designated TA First Aider.

Contents of First Aid boxes will include:

- Basic First aid kit including:

1 Plastic bag	1 Eyepad	10 Medium plaster
1 Triangular bandage	2 Finger dressing	10 Small plaster
1 Large wound dressing	10 Moist cleansing	1 Resusiate mask
1 Medium wound dressing	tissue (alcohol free)	1 Micropore tape
1 Small wound dressing	5 Large plaster	1 Scissors
		6+ Gloves
- Additional First Aid resources are kept by the designated First Aider. These include: Mellolin, Cling film, Eye wash, Tweezers, foil blanket, burn dressing, and conforming bandage.
- Medication for immediate use, e.g. inhalers, epi-pens are held by the class teacher.
- All other medication is held in the office.

ACCIDENT REPORTING

Persons other than pupils:

- Fill in the online reporting forms within 24 hours of being notified of the incident
- For any major injury contact LA's Health & Safety Co-ordinator immediately

Pupils:

- Record accident on Scholar Pack
- Parents must be notified following a head injury (school's own pink form)
- Injured pupils must be supervised at all times. In the event of a major accident a member of staff should remain with the injured pupil and another adult or two reliable pupils should be sent to notify the school First Aider and then the Headteacher.
- Near miss incidents should also be registered on Scholar Pack

- Any accident resulting in fracture, hospital/medical treatment, serious head injury or which occurs as a result of any defects i.e. Tools, should be recorded on the online reporting system, via the following link.

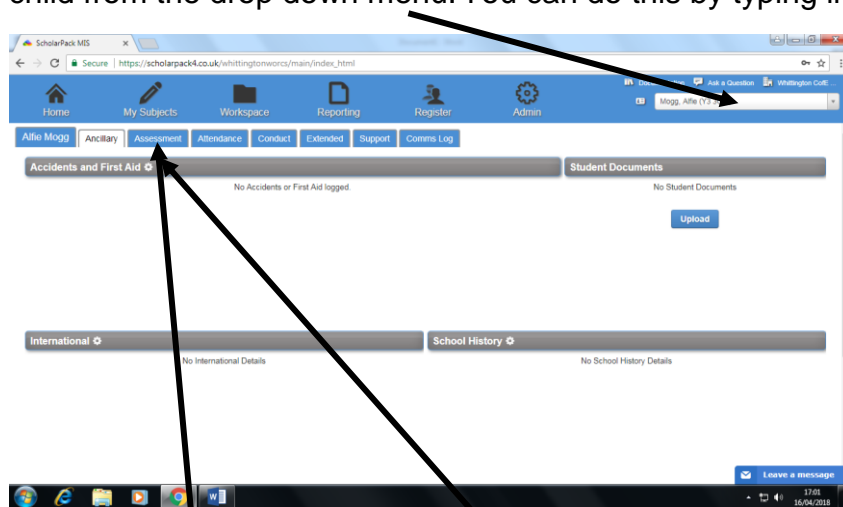
<https://wcc.zaspcl5.medgate.com/safetyincidentsselfreportselection/displaystandalone.rails>

All records relating to accidents must allow for the following data to be gathered:
date, time, name, age group, nature of injury, location of accident or dangerous occurrence, description of circumstances.

First Aid Recording on Scholar Pack

To access First Aid report

- Log on to Scholar Pack
 - <https://scholarpack4.co.uk/whittingtonworcs>
 - Username and passwords are available from Gary
- Select a child from the drop down menu. You can do this by typing in their name.



- Select the ancillary tab
- Click on the cog next to Accidents and First Aid

Complete the First Aid Recording proforma:

Date of Event	Generated automatically, or select to change
Time of event	Generated automatically, or select to change
Time out	Generated automatically, or select to change
Complaint	Cause of accident – e.g. fall, knock Area injured – e.g. right knee
Who dealt with it?	This is generated automatically, or choose from a drop down menu
Outcome	Type of injury – e.g. graze, cut
Follow up	Treatment – e.g. cold pack, area cleaned Bumped head letter sent home Class teacher informed
Zone	Choose from drop down menu
Sent home	Select yes or no

If a child is sent home, then please record this more fully in the follow up section.

If you can't access scholarpack because of technical issues, then complete a paper record, giving the same information.

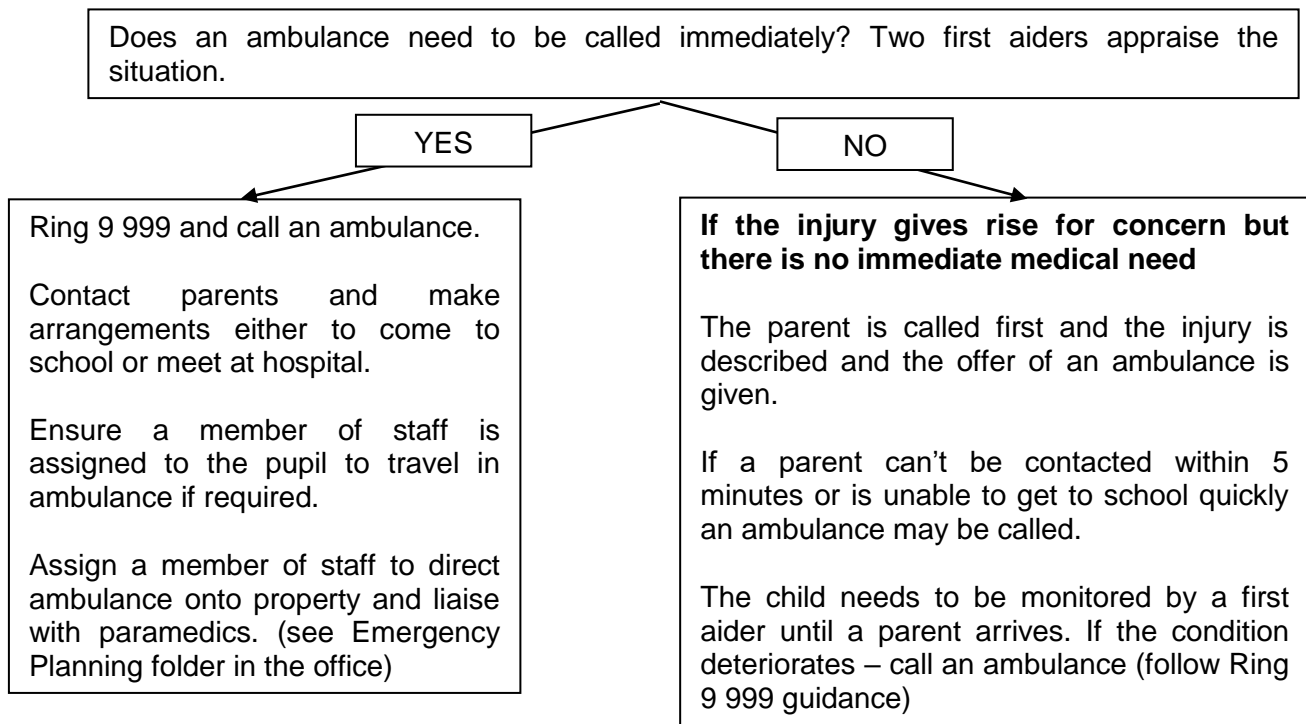
Investigation of any accident will be carried out by the School's First Aiders. Subsequent investigations which may be necessary, will be carried out by the Headteacher.

(See additional information from Worcestershire County Council Health and Safety)

MEDICAL DETAILS

- All medical details should be treated as confidential
- Medical details are held in the school office. Access to these is restricted to School staff.
- All adults should make the school, via the office, aware if they have any relevant medical needs.

If children are injured in school the following procedures need to be followed:



If the injury does not require the school to call an ambulance or contact the parent immediately the following procedures need to be followed.

1. Child is assessed by a first aider.
2. Injury is dealt with and assessed as not giving rise for concern (see above).
3. Accident record form on Scholar Pack, is completed.
4. Bumped head letter or blue accident slip given to child to take home.
5. First Aider ensures that the class teacher is aware of any serious injury.
6. Class teacher monitors child for the rest of the day, any concerns reported to first aider.
7. Head or facial injuries, serious cuts or bruising and unusual symptoms, e.g. raised heart rate or breathing, is reported as soon as possible, directly to parent / carer.