



# First Aid Policy

Reviewed: Sep 2023  
To be reviewed: Sep 2024

## **Rationale**

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.

## **Purpose**

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

## **Guidelines**

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored. This policy is annually reviewed and updated. This policy is written with reference to the West Midlands First Aid Procedure.

## **First Aid Policy Guidelines**

First aid in school At iMedia School, we ensure that there is at least one emergency first-aid trained and one paediatric first-aid trained member of staff 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.

In Foundation Stage all staff members have emergency first aid training and at any one time there is a member of staff with Paediatric first-aid training. For each breaktime the school has nominated first aiders. When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits. For Foundation Stage visits, we ensure that a paediatric firstaider accompanied the group.

## **Training**

All staff are offered emergency first-aid training. New staff members are offered training as part of their induction process. The school keeps a register of who is first-aid trained and when their training is valid till. The head teacher is responsible for organising first-aid training. The head teacher is first aid trained and another member of staff is paediatric first aid trained

## **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 head teacher 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 head teacher the senior teacher will carry out this role.

### **First Aid Facilities**

The room by the East exit is the schools designated medical room. The school has first-aid medical box, which can be found in the main office. The box contain sufficient first-aid materials to administer first aid as recommended by the HSE. The school has another travelling first-aid container used for off-site visits. These are kept in the main office to be taken when necessary, and contain supplies recommended by the HSE.

### **Accident and Injury Reporting**

All first-aid incidents should be recorded in the first-aid record book. Wherever possible staff should speak to the parent/carer concerned. When this is not possible a slip should be completed and sent home. Where a child has a serious injury or injury to the head, the staff member should inform the head teacher or senior teacher who will decide whether parents should be contacted immediately. All serious injuries should be reported to the head teacher or senior teacher and should be recorded on line. This is completed in the school office.

### **Calling the emergency services**

In the case of major accidents, it is the decision of the head teacher/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 staff, should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school main office.