



Healthy Empowered Ambitious Respectful Together

*Our values are at the HEART of our school*

# First Aid Policy

Policy Author:	Alison Hall
Date of Policy Review:	September 2024
Date approved by Governors:	September 2024
Next Review Date:	September 2026

## First Aid Procedures

In partnership with the Local Authority, Washingwell Primary School's Governing Body recognises its responsibility to ensure First Aid provision within school follows County and National Guidelines.

### Qualified Staff

Name	Role	Qualification	Date Obtained	Renewal Date
Emily Gardner	School Business Manager	Emergency First Aid	July 2022	July 2025
Will Phillips	Class Teacher	Paediatric and Emergency First Aid and Forest School First Aid	May 2024	May 2027
Sarah Jayne Hedley	HLTA	Paediatric and Emergency First Aid and Forest School First Aid	May 2023	May 2026
Michelle Welsh	Teaching Assistant	Paediatric First Aid & Emergency First Aid at Work	September 2024	September 2027
Jo Laws	Teaching Assistant	Paediatric First Aid & Emergency First Aid at Work	September 2024	September 2027
Kirsty Lowes	Teaching Assistant	Paediatric First Aid & Emergency First Aid at Work	September 2024	September 2027
Sara Howey	Teaching Assistant	Paediatric First Aid & Emergency First Aid at Work	September 2024	September 2027
Nicole Jackson	Teaching Assistant	Paediatric First Aid & Emergency First Aid at Work	September 2024	September 2027
Janet Smith	Teaching Assistant	Paediatric First Aid & Emergency First Aid at Work	September 2024	September 2027
Kai Debonnaire	Teaching Assistant	Paediatric First Aid & Emergency First Aid at Work	September 2024	September 2027
Laura Johnson	Teaching Assistant	Paediatric First Aid & Emergency First Aid at Work	September 2024	September 2027
Joanne Keen-Gandy	Play Leader	Paediatric First Aid & Emergency First Aid at Work	September 2024	September 2027
Lisa Sharp	Play Leader	Paediatric First Aid & Emergency First Aid at Work	September 2024	September 2027

Emily Gardner is responsible for co-ordinating all first aid arrangements and she receives an allowance for this responsibility.

In the absence of a qualified first-aider the Head Teacher or member of the Senior Leadership Team will be responsible.

### **Administering First Aid**

A first aid supply cupboard is located in the foyer near to the staffroom. It is clearly labelled. Only medical aids stocked in this cupboard should be used to treat illness/injury. The persons responsible for co-ordinating first aid arrangements ensures the stock is in date and in plentiful supply. Children with particular medical complications are highlighted to all staff and information posted in the staffroom. If one of these children sustains any injury a member of the leadership team is informed immediately. Play Leaders collect a first aid box from the first aid cupboard on a daily basis. This includes wipes, gloves and plasters. They attend to all injuries, but send children with head injuries to the first aid station for further checking. It is the responsibility of the Play Leader, Joanne Keen-Gandy to restock the boxes as required.

### **Minor / Daily Injuries**

Qualified staff will attend to minor injuries in school or on the yard. All minor injuries are recorded in the duplicate book kept in reception and the main copy given to the child to give to their parent / carer. Definition of a minor injury where no blood is present (except in the case of head injuries) and no broken bones / significant injury is suspected.

Scrapes and grazes do not need to be reported to the Head Teacher but the class teacher should be informed.

### **More Serious Injuries – (Head / Face / Deep Cuts / Bumps)**

Qualified staff will attend to the injury.

A specific slip is issued for a head injury/bump.

The Head Teacher or member of the SLT will be informed and the office staff will contact parents via call or email as a matter of course.

The Head Teacher or member of the SLT will decide if the child needs to be collected and taken home.

### **Suspected Breaks / Muscle Strains**

Qualified staff will attend to the injury.

The Head Teacher or member of the SLT will be informed and contact parents when necessary.

Where it is deemed a child needs to go home, parents will be contacted using the registered emergency contact numbers in the school office.

**Under no circumstances will a child who has been ill or injured during the day be allowed to go home independently if we have been unable to contact a parent or other emergency contact.**

### **School procedures on calling for an ambulance**

In the event of an emergency a 999 call should be made immediately by any member of staff who is present, via the nearest phone and the Head Teacher or member of the SLT must be informed immediately of the situation.

If parents are unavailable and advice has been taken from the local surgery regarding medical attention of a more serious injury or display of medical symptoms the Head Teacher/SLT member

will phone for an ambulance if it is deemed the pupil need hospitalisation and transport is not available. If parents have no means of transport to take their child to hospital members of staff may only offer to assist in driving a child but this must only happen if they have the relevant car insurance (Business Use).

### **Procedures for the completion of paperwork**

A First Aid duplicate book is located on the First Aid supply cupboard. All pupil accidents should be recorded in the book. All sections including the date and time of accident should be completed in full.

### **Procedures for the reporting of 'major Injuries, Dangerous Occurrences and Occupational Diseases' to the HSE**

The Business Manager (or in their absence a relevant member of the SLT) are nominated to telephone Lorraine Dixon (H&S) who will advise the completion and return of a HS20 form and advise accordingly

### **Accidents to staff**

Staff accidents should be recorded in the staff accident file which is kept in the cupboard in the main office.

If needed, Next of Kin details are stored in the office 'Staff Contact Details' file for all members of staff, including agency.

### **Aids and its significance for First Aiders**

1. Whenever blood or other body fluids have to be mopped up disposable plastic gloves should always be worn.
2. All soiled dressings and tissues should be placed in yellow plastic bags and safely disposed of in the yellow waste bin store in the accessible toilet.
3. Any area contaminated with blood or other body fluids should be disinfected

### **Arrangements for parties on out of school visits**

Each party going on an out of school visit will be supplied with a first aid box by the nominated first aider. Wherever possible, a qualified first aider will attend each visit. The named first aider attending a visit is responsible for restocking the box prior to the next visit taking place.

Washingwell's First Aid Policy is in line with information provided in Gateshead's Councils Document on First Aid Provision in School: