



# CONWAY PRIMARY SCHOOL

## First Aid Policy

**Approved by:** Steve Sutherland

**Date:** 17<sup>th</sup> October 2019

**Last reviewed on:** 15<sup>th</sup> October 2019

**Next review due by:** October 2022

## Statement of Intent

This school is conscious of its obligations under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Skills, the Education Service Advisory Committee and the Local Education Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, pupils and visitors. As a result, this Statement has been drawn up to give details of the first aid arrangements which have been made in the school.

### 1. Principles and Practice of First Aid

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

### 2. First Aid Arrangements

#### 2.1 Trained and Qualified First Aiders

a) Trained and qualified First aiders are those members of staff who have attended a course of training on first aid (ie First Aid at Work or Refresher Course) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.

b) The First Aid certificate is valid for three years and has to be updated by means of a refresher course.

c) The duties of the trained and qualified first aiders are:

i) to assess the situation where there is an injured or ill person

ii) to give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention.

iii) to arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. The first aiders responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.

iv) ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes and kits and that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date which is shown on the packets.

v) completing the Accident Report Folder

d) The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of first aid. (Guidelines on the administration of medicines are provided for parents on the school website).

e) The names of the trained and qualified first aiders are as follows:

**Name**

During learning time, in the event of First aid assistance, the first port of call be the office staff followed by the LSA 2s

During break and lunchtimes a rota is in place and the following members of staff will be located in the bumps area.

Kamiljit Bharij  
Jan Campbell  
Claire Morgan  
Christine Lancaster  
Keith Robertson  
Anna Rowland  
Kelly Barham  
Debby Greenlees  
Jemima Gyampo  
Ferron Powell  
Sadaf Hussein  
Anusha Kulthesingham

### **3.2 First Aid Boxes, Travelling First Aid Kits and other Supplementary Equipment**

The location of first aid boxes, travelling first aid kits and other supplementary equipment are as follows:

a) First Aid Boxes

In each classroom, both halls

b) First Aid Kits for off site visits are available from the School Office.

## **2.2 School Visits**

The first aid requirements and procedures for calling for help or skilled assistance in the event of an accident or other emergency will be laid down when school visits are being planned. Travelling first aid kits will be provided for all school visits and are available from the Office. First Aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits. Any trip involving a child who carries an Epi-pen must be accompanied by a member of staff trained in administering an Epi-pen.

## **2.3 Contact with the Ambulance Service**

### **The Ambulance Service.**

If an ambulance is required:

Dial 999 or the emergency number shown on the number label

Tell the operator that you want the Ambulance Service

Give the telephone number shown on the phone

Wait for the Ambulance Service to answer

Give the address where help is needed

Give any other necessary information.

### **The nearest doctor**

The nearest doctors to the school are at the Plumstead Health Centre, tel: 020 8317 6300

### **The nearest hospital**

The nearest hospital to the school is the Queen Elizabeth Hospital, Woolwich 020 8836 6000

## **3. Headlice**

Transmission of lice within the classroom can be a common occurrence. When it does occur, it is usually from a 'best friend' as lice are only transmitted by direct, prolonged, head-to head contact. When a case of headlice is detected a letter is sent out to parents in the particular class giving treatment advice.

#### 4. Guidance for first aid treatment during learning time

Conditions to be treated in class		
Child with sore arm/leg	If necessary child to place wet paper towel to calm area down and remain in class. Allow child to sit in a quiet area	
Child with headache	<p>If necessary child to place wet towel on forehead and sit in quiet area in their class</p> <p>Child to have a drink of water</p> <p>Have sick bag ready</p> <p>If symptoms persist, ie: headache worsens then send the child to the office. In this instance to be accompanied with another child/adult</p>	
Child feels sick	<p>To have a drink of water and keep sick bag ready</p> <p>If necessary, child to sit in quiet area in class.</p>	
Child has a stomach ache	<p>Send child to the toilet in the first instance</p> <p>Child to remain in class and if necessary sit in quiet area</p>	
When a first aider is needed		
Conditions when a child needs to be sent to the office for first aid treatment		<p>If a child has cuts themselves</p> <p>If a child has a previous wound which needs attention</p>
When first aider to be called to class	If a child has been injured or is ill and is immobile	<p>In the first instance use the phones in each corridor and call the office</p> <p>If necessary send adult/child to call for assistance</p>
Medicines to be administered in class	<p><b>KS1</b> Teachers keep epi-pens and asthma pumps in class , Labelled.</p> <p><b>KS2</b> Teacher to keep epi-pen Children have own responsibility for asthma pumps</p>	
Medicines to administered by office	<p>Prescribed medicines that are labelled with dosage and doctor's prescription. parental consent to be filled in and signed</p>	

**Status:** Statutory

**Adopted by the Governing Body:**

**To be reviewed:**