



# First Aid Policy

River Bank Primary School

June 2023

## **Our Vision**

To improve the life chances and raise the aspirations of our pupils through the high expectations we set, inspiring achievement and using innovative teaching pedagogy to ensure the diverse learning needs of all the pupils are met and that learning is put into a context that is meaningful and enjoyable.

Where Physical Education and School Sport are at the heart and used as a key tool to raise standards and drive forward the whole school agenda, addressing the wider issues such as health and well-being, behaviour, confidence and self-esteem, providing a model of excellence and an enrichment of the curriculum.

Where the specialism is embedded within the ethos and integrated into every aspect of it through the associated sporting values, aptitudes and skills that impact on learning.

## **Our Values**

Our values are based on those of the Olympic and Paralympic games:

- Friendship
- Respect
- Excellence
- Determination
- Inspiration
- Courage
- Equality

## **Our Mission Statement:**

**'Inspire, Empower, Achieve'.**



## **Introduction**

River Bank Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected to our activities.

First aid is the initial management of any injury or illness suffered in the school. It does not include the giving of tablets or medicines to treat illness.

This policy should be read in conjunction with and with reference to:

The Health and Safety policy, Supporting Pupils Medical Needs and Administration of Medicines policy and Safeguarding policy.

## **Management**

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Responsibility for first aid is held by the Headteacher who is the Responsible Manager. The Headteacher will ensure that:

- a First Aid Needs Assessment is carried out to determine the first aid provision requirements for the school. This will be reviewed annually or following any significant changes in legislation that may affect first aid provision.
- there are a significant number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- the above provisions are clear and shared with all who may require them.
- notices are displayed prominently giving the locations of first aid facilities, and the names and locations of first aiders.
- staff are informed, through induction training and whenever changes are made, of first aid facilities and the names and locations of first aiders.
- a record is kept of dates on which first aiders were trained and refresher training given.
- first aiders are aware of their duties.
- an appointed person is nominated to maintain equipment and notices.
- accidents are reported and recorded in accordance with the school's Health and Safety policy.

## **Duties of First Aiders**

First Aiders will:

- take charge when someone is injured or becomes ill.
- render first aid within the limitations of training received and as appropriate in the circumstances **(Note: in accordance with the Touch Policy, if necessary to render first aid, then the child is to be invited to remove the minimum clothing necessary. If the child is unable to do this, e.g. unconscious, then the minimum clothing around the area to be treated is to be cut away).**
- arrange to call an ambulance or other professional medical help if necessary
- if appropriate, arrange for next of kin to be contacted and, if contact cannot be made, arrange for somebody to accompany the injured child to hospital.
- maintain simple records of all first aid provided in accordance with the School's Health and Safety Policy.

## **Training**

The responsible manager will ensure that appropriate numbers of first aiders are appointed as identified by the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations. This will be reviewed annually together with the currency of the training of each first aider.

The names of currently qualified first aiders will be recorded on the First Aid Training Attendance Record held by the nominated first aider and displayed on First Aid notices.

## **First Aid Provision**

Once undertaken the First Aid Needs Assessment will identify the first aid kit requirements.

The Headteacher will nominate an Appointed Person to:

- ensure first aid boxes and travelling first aid kits are kept stocked with sufficient quantities of suitable materials and checked every half term.
  - maintain a displayed list of the names of the appointed person and all first aid trained staff.
  - maintain first aid notices at appropriate positions around the school.
  - maintain first aid training records.
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## **Emergency Arrangements**

On being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance on the following occasions:

- in the event of a serious injury
- in the event of any serious head injury
- in the event of a period of unconsciousness
- whenever there is the possibility of a fracture or where this is suspected
- whenever the first aider is unsure of the severity of the injuries
- whenever the first aider is unsure of the correct treatment
- in the event of an anaphylactic shock

In the event of an accident involving a child, where appropriate, it is the policy of River Bank Primary School to always notify parents of their child's accident if it:

- is a bump or knock to the head
- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents is to provide a 'bump note' and if considered serious enough to make contact with parents or leave a message should parents not be contactable.

In the event that parents cannot be contacted and a message has been left, we will continue to attempt to make contact with them every hour. In the interim, we will ensure that the qualified first aider or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider or another member of staff will accompany the child to hospital, taking with them a copy of the child's data form and parental consent form and will remain with them until the parents can be contacted and arrive at the hospital.

## **Records**

All accidents requiring first aid are to be recorded in accordance with the School's Health and Safety policy and detail the following information:

- name of injured person.
  - name of the qualified first aider/appointed person.
  - date of the accident.
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- type of accident (e.g. bump on head etc.).
- treatment provided and action taken.

Children's accident report forms are located in the medical room and EYFS office. A copy is given to the child's parent/guardian.

Adults' accident report forms are located in the main office. Completed forms must be handed to the operations manager who will assess the accident/injury and will determine if any actions are needed to prevent any further occurrences.

### **Monitoring and Review**

This policy will be reviewed by the Full Governing Body on a biannual basis.

Signed: *R. Mahmood*

Adopted: June 2023

Review Date: June 2025