

Dean Valley Community Primary School



Dean Valley
Community Primary

First Aid Policy

Person responsible for Policy
Written 11/21/Reviewed
Date for next Review

Alex Fisher
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Aims:

The Aim of this Policy is to set out guidelines for all staff in school in the administering of First Aid and to determine whether or not the child is in need of 'first Aid' or merely 'Pastoral Care'. Having such clarity will help us to ensure we are providing the best possible provision for safeguarding our pupils. This is line with DCSF document 'Guidance for Safer Working Practice for Adults who work with Children and Young People (2009).

Classification and Staffing:

Dean Valley Primary School has several trained members of staff with designated responsibility for administering First- Aid in school. An up to date list of first aiders will be displayed at key points around school, and includes first aid at work, paediatric first aid and emergency first aid trained staff.

These trained members of staff must be consulted in the event that a child or member of staff should sustain a major injury or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings
- Allergies

In addition, the above members of staff must be consulted to treat pupils who are known to have specific illness i.e diabetics, pupils known to have allergic reactions, pupils with epi-pens in school – irrespective of the type of illness or injury sustained. On no account must these pupils be left/sent to self-administer their own treatment. Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted. Classification for incidents such as these is 'First-Aid'. The First-Aid staff attend regular training and have current certification.

Consultation from the designated member of First-Aid staff should not be sought in the event of minor incidents which may be treated with Pastoral care. Examples of these are:

- Minor cuts/grazes
- Pupils who feel- or who are actually – sick
- Minor marks to the body from a scrape/knock/ rope burns etc

Incidents such as these is known as 'Pastoral Care'.

First-Aid

In the event of major injury, the designated member of First-Aid staff should be sent for immediately by sending a 'red card'. An informed assessment will be carried out and the appropriate treatment given.

Should the injury require medical assistance (i.e visit to doctor/hospital visit/ ambulance) it must be recorded on 'Prime' and emailed to Cheshire East by a member of the Office staff.

Incidents during the day should be treated as follows:

During Lesson Times: Children should be assessed by the class teacher for the severity of any illness or injury and take appropriate action. Class teacher to call for help by sending another adult if possible or a responsible child with a 'red card' to the office or designated First Aider.

Breaktime: The staff that are on duty will have a First Aid kit out on the playground to deal with minor cuts and grazes. One of the staff may bring the child into school if they need to administer an ice pack. If a child is suspected of spraining or breaking a limb they must be left in situ for a Qualified First Aider to assess the injury.

Lunchtime: The Midday assistants that are on duty will have access to their class First Aid kits out on the playground to deal with minor cuts and grazes. The Midday assistants will also have access to ice-packs that will be stored in a cool box in a designated place. The ice packs can be used to minor bumps and bruises. All minor incidents will be treated outside on the playground by the Midday assistants. If the Midday assistants need support by another member of staff they are to send a child to the staff room with a 'yellow card'. If a major accident occurs for example, a trip or fall resulting in unconsciousness, break, sprain, major blood loss, anaphylactic shock or asthma attack they are to send a child or adult to the staffroom with a 'red card'.

Midday assistants are responsible for reporting minor injuries to the class teacher and filling in an accident form to inform the parents of the child's injury. These accident forms are to be filed alphabetically in the cream file in the staff room.

Any child who is sent home, sent to a doctor or hospital owing to injury in school, must be sanctioned by the Headteacher or in her absence a member of the Senior Management team or Qualified First Aider.

Epipens:

There are a number of pupils in school requiring 'Epipens'. The administering of Epipens must be carried out by the nearest member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first. All members of staff have been trained on how to use and administer an Epipen when needed. Epipens are kept in the school office in a bag that is on the relevant hook for the child's year group.

Pupils with specific need:

Details of pupils with specific needs i.e. Diabetic/epilepsy/severe allergies/epipens etc may be found in the staff room in the allergies file, on the wall in the main kitchen and also in a file in the school office.

Treatment:

School has a ready supply of minor First Aid equipment. These may be found in the school office, cupboard in the disabled toilet and First Aid box in the Key Stage 1 practical area. Each class has their own first aid kit and is located next to the first aid poster.

The administering of items such as antiseptic creams etc are not permitted in case of allergic reaction. Cuts and grazes should be treated with wet cotton wool, clean warm water, medi-wipes, plasters, wound pads and micro pore where applicable. There are buckets placed in the disabled toilet for pupils who feel sick. Please place a black/white bag inside the bucket before use. Mops and buckets may all be found in the Cleaner's store.

Class Medical List:

Every class has a class medical list of pupils with special dietary requirements and other medical conditions. It will be made clear whether these pupils have medication in school for their medical needs. The child must be made aware that they need to report to a member of staff if they are feeling unwell.

Pupils with specific dietary requirements:

Pupils are fully risk-assessed when food-tasting activities take part at school. This can be stated in a generic food tasting permission letter given out at the beginning of the school year. Parents must inform the class teacher by writing if any allergies occur or change throughout the school year.