

Huttoft Primary & Nursery School

First Aid in School Policy



Huttoft Primary School

Huttoft Primary & Nursery School (Academy)

'Building Foundations, Enabling Discovery, Broadening Horizons'

Policy Statement

At Huttoft Primary School we recognise the importance of providing adequate and appropriate first aid facilities for all children, staff, governors and visitors to the school and will take all reasonable, practical steps to fulfil our responsibility. The school's Health and Safety policy and Medical Conditions Policy should be read in conjunction with this policy.

First Aiders

The Headteacher is responsible for ensuring that there is an adequate number of qualified first aiders to cover play and lunch times, Clubs, trips, special activities and absences. We will ensure that paediatric First Aid training qualifications are kept up to date and that least 1 member of staff with PFA training is present in Nursery and Reception at all times, in line with EYFS requirements.

Covid 19

The Government guidance for full school opening refers to The Health and Safety Executive published guidance on first aid during coronavirus (COVID-19) which outlines that treating any casualty properly should be the first concern. Where it is necessary for first aid to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.

First Aid Provision

- First Aid Boxes are located at designated sites in the school – Nursery, Meaker Suite, Hygiene Suite and Staff Room
- Portable First Aid kits are retained in the store cupboard by the office for use in trips off site.
- Staffing for trips includes at least one First Aider as identified on the Risk Assessment and for all EYFS trips a paediatric trained First Aider.
- Inhalers/medicine required for individual children are specified on the trip Risk Assessment in accordance with the information listed in the Whole School Medical Sheet which is updated frequently.
- Miss K. Warsap is responsible for ensuring First Aid boxes and kits are kept fully stocked. A weekly check – list system operates.

Recording and Reporting First Aid Treatment

- All accidents to pupils are recorded in the yellow accident book located by each of the four First Aid boxes.

Internal Reporting includes: Date, Name of injured body, class, time of accident, where accident occurred, name of staff witness, type of accident and treatment given, name of staff who admin first aid, record major/minor and head only P03 complete.

In the case of 'bumps to the head' a specific sheet with more detail is completed. The original is forwarded to The Office to inform the Headteacher and for contact

to be made with the parent and then filed in the child's 'pupil file'. A copy is enveloped and sent home with the child/parent.

- Minor accidents to staff/visitors are recorded in the white/green health and Safety Accident Report Book located in the office.
- In the case of Reportable accidents (RIDDOR) the appropriate forms are retained in the office and either the person who suffers the accident, a witness or the person responsible for supporting the injured person at the time will complete the form. The Headteacher is responsible for contacting HSE immediately.
- In the event of a major accident to a pupil the office will contact the ambulance service and request an ambulance. The child's parents/carers will be informed as soon as possible. A member of staff will accompany the child to hospital if the parents are not available.
- For staff or visitors requiring hospital treatment a member of staff will accompany them to hospital if the family can't be contacted.
- The Governing Body receives an annual analysis of accidents in school and in particular reviews the numbers, type of and location of accidents.



Short-term Medicines in School

- There is no fridge for keeping medicines cool – parents are advised of this. The one exception to this is a dedicated mini-fridge for a child with diabetes. If the medicine must be refrigerated the parent will be informed that they will need to attend school at the appropriate time to administer it to the child. Should they offer to store the medicine in a cool bag and leave it for school to administer – this is acceptable.
- The school will administer oral prescription medicines provided they are clearly labelled in the original packaging and with the child's name, date and dosage. A signed form to allow the school to administer must be completed at the office. Following administering of the medicine the member of staff must complete the School's Medicine Record – retained in each classroom cupboard. These are collected in annually and retained in the back of the class's file in the Headteacher's office.
- The school will administer non-prescription medicines e.g. calpol under the same arrangements as for prescribed medicines, inhalers and other known Medical Conditions for individuals.
- An annual update form is issued to parents of children known to have conditions such as asthma, each Autumn term. The Whole School Medical sheet is updated by the office accordingly.