



## **First Aid Policy Statement Rationale**

It is our Trust's responsibility to provide children and adults in our care good quality first aid provision. Clear and agreed systems should ensure this can be achieved.

### **Purpose**

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid;
2. Clearly defines the responsibilities of the staff;
3. Enables staff to see where their responsibilities end;
4. Ensures good first aid cover is available within our schools and on visits.

### **Guidelines**

New staff to the school are made aware of this policy when they are appointed. This policy is reviewed and updated annually and has safety as its priority for the children and adults receiving first aid and also for those adults who administer it.

### **Conclusion**

The administration and organisation of first aid provision is taken very seriously at Perry Hall Multi-Academy Trust. There are annual procedures that check on the safety and systems that are in place in this policy.

## **First Aid Policy Guidelines**

### **Training**

All staff are offered emergency first aid training and all staff undertake a rolling program of retraining.

### **First Aid Kits**

Midday Assistants are issued with a small first aid bag for each playground and carry this with them at lunchtime. First aid kits are stored in every classroom (first aid boxes pinned to the walls). The Twos' provision and Nursery have their own first aid kits. KS1 and 2 have resources in key areas outside the class rooms.

First aid rooms in schools which have them contain all first aid stock and resources.

An emergency first aid kit is available for use during out of school visits.

## **Cuts**

All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Minor cuts should be recorded in the accident file and parents informed.

**ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES.**

All blood waste should be placed in a bag and disposed of in the outside yellow bin at the front of school.

## **Bumped Heads**

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given an advisory "Bumped Head" letter to take home and return signed. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book.

Parents are to be informed of any bumped heads and given the opportunity to come and check if necessary.

## **Accident file**

The accident book is located in the school office and should be completed for every incident where first aid is administered. Old accident books are stored in the school office. For major accidents, an HS1 and RIDDOR form must be completed as soon as possible after the accident. These are available on in the school office or are saved electronically on the server.

## **Calling the Emergency Services**

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number:
2. Give your location as follows:  
Give exact location in the setting:
5. Give your name:
6. Give name of child and a brief description of child's symptoms:
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

It is important to:

Speak clearly and slowly and be ready to repeat information if asked.