William Penn
First Aid Policy

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

The school has a separate policy for the administration of medicines.

Purpose

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

Guidelines

New staff are given access to a copy of this policy when they are appointed. As part of the induction process, new staff are given details of the first aiders in school.

Conclusion

The administration and organisation of first aid provision is taken very seriously at William Penn School.

First Aid Policy Guidelines

First Aid in School

At William Penn School, we ensure that there is at least one emergency first aid trained and one paediatric first aid trained member of staff in school at all times during the school day and a first aid trained emergency first aider during school clubs.

It is standard procedure for teaching assistants to be first aid trained. Teaching assistants are available to provide first aid at any time during the school day including breaktimes and lunchtimes and also on school visits. This person is identified as such in school visit planning documents and risk assessments.

Training

The school keeps a record of which teaching assistants have received training and when this expires. The school secretary/administrator is responsible for organizing first aid training and the maintenance of records.

Roles and Responsibilities

The main duties of a first aider in school are:
- To complete a training course approved by the Health and Safety Executive as required

- To give immediate help to casualties with common injuries and those arising from specific hazards a school
- When necessary and in liaison with senior staff, ensure that an ambulance or other professional medical help is called.

First Aid Facilities

The staffroom is the school's designated medical room. The school first aid cabinet is situated in the staffroom as are the first aid kits. These provide the equipment to administer first aid as recommended by the HSE. Inventories are kept of all first aid supplies, including expiry dates and a copy is included in the first aid kits.

Accident and Injury Reporting

- All first aid incidents (other than ice packs for minor bumps) are recorded in the first aid record book.
- Whenever possible staff should speak to the parent of the child concerned and always inform in the case of head injuries (preferably by telephone and in the Home School book if this is not possible).
- Serious injuries will be recorded online using the West Sussex County Council system.

Calling the Emergency Services

It is the decision of the Headteacher or senior teacher on site as to whether emergency services should be called.
If a member of staff is asked to call the emergency services, they must state:

1. What has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event that the emergency services are called, the child's parents should be contacted immediately and in the case of an adult, the next of kin.

All contact numbers of are clearly located in the school office.