

Ralston Primary School and Early Learning and Childcare Class First Aid Policy

Rationale:

First Aid can save lives and prevent minor injuries becoming major ones. First Aid provision is available at all times while staff, pupils and parents are on school premises and during educational visits.

The First Aiders for the School and ELCC are:

- Mrs Julie Tait (School)
- Mrs Vickie Crawford (ELCC)

Although the nursery building is separate, it is essential that we share a policy. The Head Teacher is responsible for putting the policy into practice and ensuring that parents are aware of the policy.

Duties of a First Aider:

- Hold a current first aid certificate approved by the Health and Safety Executive.
- Respond to emergencies involving staff, pupils or others.
- Give immediate help to casualties with common injuries or illness.
- When necessary, ensure that an ambulance or other professional medical help is called.

Selection of Designated First Aiders:

The Head Teacher, in offering the opportunity to participate in First Aid Training, will consider the individual's;

- reliability and communication skills.
- ability to absorb new knowledge and learn new skills.
- ability to cope with stressful and physically demanding emergency procedures.
- ability to be released from routine duty in an emergency.

First Aid at Work certificates are updated every three years.

Julie Tait – June 2022

Vickie Crawford – October 2021

First Aid boxes are located in the school office, one in each ELCC playroom and one in the ELCC kitchen and are marked with a white cross on a green background.

First Aid Boxes Contain:

- 20 individually wrapped sterile non-adhesive dressings.
- Two sterile eye pads.
- Four individually wrapped triangular bandages.
- Six safety pins.
- Six medium sized individually wrapped sterile un-medicated wound dressings.
- One pair of disposable gloves.

The designated first aider is responsible for ensuring First Aid boxes in the school and the ELCC are appropriately resourced, and a monthly log is kept. Resources required should be notified to Gina Urie.

ELCC Procedures:

In the ELCC, the First Aid boxes will be checked monthly by Vickie Crawford and signed to record the check has been made. Additional resources required should be reported to the Depute Head Teacher.

In the event of an accident/serious illness, the following procedures should be adhered to:

- First Aider (Vickie Crawford) attends to injured/sick child and remains with the child. If she is not available Julie Tait will be contacted.
- The senior ELCO contacts the parent and informs them about the situation.
- The senior ELCO calls an ambulance, when necessary.
- When the parent arrives at the ELCC, the First Aider is no longer responsible for the child. They may advise the parent, however, the parent is ultimately responsible.
- If the parent cannot be contacted or is unable to reach the ELCC in time, an ambulance will be called. A member of the ELCC staff will accompany the child in the ambulance and wait until the parent arrives. The most appropriate person may be the Key Worker.
- The Head Teacher/Depute Head Teacher must be informed about the incident immediately.
- Staff must have consent from the Head Teacher/Depute Head Teacher to leave the building with sick/injured children.
- An accident log is maintained at the first aid station, for recording of less serious incidents. Details including the date, description of accident and action taken, signed by the person on duty. This log will be audited by the senior leadership team on a termly basis.
- When a child sustains a minor injury, accident/incident book is completed and parent/carer is asked to sign on collection of child.

Recording and Reporting of Accidents in the ELCC:

An accident book is stored in both playrooms to record accidents and injuries. Details including the date and an account of treatment/action are recorded. The member of staff who witnessed the accident and the member of staff who witnessed the treatment/action will sign the record. The parent/carer who collects the child will also sign the record. Certain incidents may be logged on the Business World Incident Reporting and some may be RIDDOR Reportable. All accidents are reported annually to the Care Inspectorate.

School Procedures:

- In the event of an accident/serious illness or injury, the child will be attended to by the designated First Aider (Julie Tait) who will remain with the child. If she is not available Vickie Crawford will be contacted.
- The designated First Aider will decide whether or not an ambulance should be called.
- The senior leadership team must be informed immediately.
- A member of the senior leadership team will contact the parent to inform them of the situation.
- When the parent arrives at the school, the First Aider will give details of the accident and action taken.
- The First Aider should remain with the parent and child when they are leaving the school, assisting where necessary.
- When a child sustains a minor bump to his/her head, a standard slip should be completed and sent home with the child. The teacher should also be informed. Where there is doubt, the First Aider should be called and the parent informed by telephone.

- **Recording and Reporting of Accidents in the School:**
- A record should be kept of all First Aid cases treated. All records should include the date, time and place of the event, personal details of the injured child and a brief account.
- In most instances this will be by means of the accident book or Business World Incident Reporting. Certain incidents may be RIDDOR reportable.
- A record is kept as to what happened to the child immediately afterwards, e.g. went home, went back to class, went to hospital.
- The record is then signed by the First Aider or for minor ailments the member of staff who treated the child.

Accident Involving Staff:

All accidents involving staff must be recorded on Seemis.

When contacting the ambulance service, it is vital that accurate information as to the location of the injured person and the appropriate entrance is passed on.

The effectiveness of this policy will be monitored regularly at staff meetings and will be reviewed every two years or earlier.