

Low Furness CE Primary School

'Learning Together Through Faith'

Policy for First Aid

We at Low Furness CE Primary School are committed to:

- Providing effective, safe first aid cover for pupils, staff and visitors.
- Ensuring all staff and pupils are aware of the first aid procedures in place.
- Providing awareness of health and safety issues within school and on school trips, and to prevent where possible, potential dangers or accidents.

Introduction:

The First Aid procedure at Low Furness ensures that every child, member of staff and visitor will be well looked after in the event of accident, injury or illness, no matter how minor or major.

Please note that the team consists of qualified First Aiders and not trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available, and the procedures available to activate this.

Please note: a list of all qualified First Aiders is on display in all classrooms and cloakrooms in school.

First Aiders will:

- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or bodily fluids is evident, and calling for help from other First Aiders or the Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- A **named person** will ensure first aid kits are adequately stocked and always to hand. Portable kits are kept in each Cloakroom, and in the Staff Room. Stock is checked regularly and re-ordered as the need arises. First Aiders will inform **the named person** when they notice stock needs replacing.
- Ensure parents/carers are informed of any treatment given to a pupil, either by telephone call or a sticker home.
- Ensure anyone who sustains a significant head injury is sent to hospital, either directly, or by asking parents to take them.
- Ensure that a child who is sent to hospital by ambulance is either:
 1. Accompanied in the ambulance at the request of paramedics.
 2. Followed to hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 3. Met at hospital by a relative.
- Keep a record of each child attended to, the nature of the injury and any treatment given, on Scholarpack. In the case of an accident, the accident book must be completed by the First Aider in attendance.

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- Ensure that everything is cleared away and disposed of appropriately and safely after a casualty has been attended to. The area must be cleaned thoroughly, and no contaminated or used items left lying around.

Heads and Senior Leaders of School will:

- Ensure all First Aider's qualifications are up to date.
- Ensure all new members of staff are made aware of first aid procedures in school.
- Ensure first aid cover is available throughout the working hours of the school week.
- Ensure they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure no injury has caused the pupil to feel unwell.
- Ensure that in the event of an injury, a pupil is referred to a First Aider for examination.
- At the start of each academic year, provide all staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other medical conditions. This will be displayed on the notice board in the Staff Room.
- Keep an up to date file of medical consent forms for every pupil in the school office, and ensure these are readily available for staff responsible for school trips.

All staff will:

- Familiarise themselves with the school's first aid procedures and ensure they know who the current First Aiders are.
- Be aware of the specific medical details of individual **children in any classes that they teach, and have relevant training for specific problems within that class.**
- Send for help from the school office as soon as possible, ensuring the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received should be obtained.
- Reassure, but never treat, a casualty unless holding a current First Aid Qualification. Staff should start emergency first aid or instigate simple airway measures if needed, until a qualified First Aider arrives.
- Ensure they have a current medical consent form for every pupil they take on a school trip, which indicates any specific medical conditions.
- Have regard to personal safety.
- Administer medication (with parental consent).
- Call for parents to collect a child when necessary, under instruction from a First Aider.
- Call for an ambulance if required (**REMEMBER: Dial 9 for outside line, then 999**)
- Ensure the Accident Book is always available.

The Governing Body will:

- Provide adequate first aid cover as outlined in the Health and Safety First Aid Regulations 1981.

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- Monitor and respond to all matters relating to the health and safety of all people on school premises.

Reviewing the policy

The policy will be reviewed as part of the school's evaluation cycle. The policy is due for review ***September 2025***.