

Lancastrian Infant School

First Aid Policy



LANCASTRIAN INFANT SCHOOL FIRST AID POLICY

At Lancastrian Infant School we provide first aid for staff, pupils, and visitors. First aid is available at all times when people are on site and to groups who are undertaking off-site activities. Contractors working on site should provide their own first aid.

Members of staff with a First Aid qualification:

Linda Cooper – emergency first aid at work

Jackie Savage- First Aid

Emily Fenwick- First Aid

Carol Mascall- First Aid

Joan Clark- First Aid

Tracy Goodeve- First Aid

Charlotte Udell-Hart- First Aid

Debbie Camp- managing medicines in school and First Aid

Zoe Gordon - managing medicines in school.

Contacting First Aiders

If a first aider is required, one is always available during the day. During the day, people who are feeling unwell or have had an accident will firstly be assessed by the adult who is with them. They will then decide if first aid treatment is necessary. If during lunch or playtimes, the person will be sent to the first aider who is on duty. During other times of the day, a first aider will be called and take them to the first aid area. The secretary and/or bursar and Head are contactable in their offices if necessary. Sometimes a person who is hurt may only need reassurance and TLC.

Risk Assessments for Offsite Activities

When an offsite activity/trip is planned, the teacher in charge will make a risk assessment which will highlight potential hazards. It will also state the first aiders who will be staffing the trip and any known medical conditions of the all participants. A first aid kit must always be carried by the nominated first aider(s).

First Aid Kits

The first aid area is situated next to the headteacher's office. There are also first aid kits available in the staffroom kitchen, and the HORSAs hut.

Appropriate Practice

First Aiders assess injuries or ill health and using their training to decide upon the response needed, either treating the person or referring them to hospital. If a first aider is unsure as to the best course of action, they will consult with another first aider. If a call for an ambulance is required, this should always be carried out before contacting the casualty's next of kin. If an ambulance needs to be called, this should be done on a mobile telephone so that appropriate assessments can be carried out near the patient and the paramedic can speak to the patient if necessary. If the patient needs to go to hospital, the first aider must complete a West Sussex County Council Accident/Incident Report form found in the first aid area. A copy should be

sent to county using the online reporting system and another copy kept in school. If appropriate, a phone call to is made to parents or next of kin to advise them of injury If the patient has received any medication that day, prior to their injury, a record must be provided to the medical practitioners.

Reporting a person's injury in school records and to parents/carers

Each child has an individual record of first aid treatment given to them. This is available for any parent/carer to view upon request. Any head injury must be reported to the child's parents/carers via a white head injury form and the patient is given a 'bumped head' sticker to make all adults in school aware of the injury. If a child receives treatment for asthma, a green asthma form will be sent home to inform parents/carers and treatment to be recorded in their book. Staff injuries should be recorded in the staff first aid record book.

Pupils with Long-term Medical Conditions

If a pupil with a health care plan requires first aid, their plan must be made available to the first aider. If they injure themselves in school, parents/carers should be informed via a first aid form, and if deemed necessary, a telephone call.

Medicines

Schools must keep records of any medicines that are administered. It is West Sussex policy that first aiders do not administer any medication unless for long term medical conditions as stated in a care plan. If any medication is administered, parents must be informed. (see sep medicine policy)

