



Northlands Primary School and Nursery

First Aid Policy

Appointed First Aiders:	Karen Bohea and Karen Corrigan
Designated First Aiders:	There are several members of staff trained for First Aid and the training register is kept in the Office
Qualified First Aiders	See register
Paediatric First Aiders:	See register
First Aid Boxes are:	Located around the school. A mobile box is taken to a designated classroom at lunchtimes. On school trips each classroom support assistant attending has a first aid body wallet and trip leader has a first aid bag.
Medical/First Aid Room:	The School Office doubles as a medical room.
Accident Report Book:	A report book is kept with the mobile first aid box, and the office and Nursery.

Procedures

- Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of in the portable specially designated 'first aid waste' bin.
- Minor incidents and accidents should be dealt with, wounds cleaned etc. and the child returned to the playground or classroom when possible and practical.
- All accidents and incidents should be recorded in the Accident Record book.
- A 'head letter' should be given to a child who has received a minor bump to the head and the class teacher should be informed.
- An up-to-date list of children with medical conditions, asthma etc. is kept on the School Office notice board. A further copy is kept in the mobile first aid box and each class has a list of children with medical conditions and allergies.
- On school trips each classroom support assistant attending has a first aid body wallet.
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- If, following a 999 emergency call having to be made as a result of an injury or illness suffered by a child, the child has to be taken to hospital and no responsible adult can be contacted, then a member of staff will accompany the child to hospital.
- The school will not administer medicines unless it is prescribed by a doctor and the relevant forms have been filled in (see the Administering medicines policy). Class staff will oversee a child taking an asthma pump and this is recorded in the Administration of Asthma pump cards. An 'asthma consent form' must be filled in and signed by the parent. A record is kept of all asthma medication administered at school.

Illness

Children who feel unwell should be sent to the school office (for younger children they should be sent with an accompanying note from the teacher explaining the nature of the child's illness). The decision to send an unwell child home will be made by the Appointed First Aiders (Mrs. Bohea and Mrs. Corrigan) or the Head Mrs. Young.

Children with Special Medical Conditions/Needs

These children will have protocols drawn up in consultation with the Head, Parents and GP, which will be circulated to staff as appropriate. A list of children with special medical conditions is issued to class teachers to be kept in class registers. Children with specific conditions and treatment, such as anaphylaxis, may be photographed and their details placed on the staffroom wall.

Children needing personal changing/intimate care

We follow EYFS statutory guidance on meeting the needs of the individual child. We acknowledge that very young children will have toileting 'accidents' and, in rare cases, may still wear nappies. These children will be assisted in the class toilet area by one member of staff, who has made the other member of staff aware of the task being undertaken. The pupil's dignity will be considered and staff will encourage each child to do as much for themselves as they can. (Please also refer to the 'Intimate Care Policy').

Plans will be made for those children with regular requirements of an intimate nature. e.g. IEPs. Agreements between the school, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

Recording and reporting

All accidents and injuries will be recorded in the Accident Report book. If any injury causes concern, the parent will be rung by the office staff. Injuries resulting in an adult or child being sent for medical treatment will be recorded, following the latest Essex LA guidelines. Serious injuries will be reported to the HSE using the RIDDOR



(Reporting Injuries, Diseases and Dangerous Occurrences) forms available in the office. Accident records must be kept for a minimum of three years.

September 2017