

**LANGSTONE INFANT SCHOOL**

**First Aid Policy**

The school has one Qualified First Aider for all people on the premises. She has completed a training course approved by the Health and Safety Executive and updates this training on a 3 yearly basis to ensure it remains current. Her main duties are:

* To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
* When necessary to ensure that an ambulance is called

All staff work hard at all times to secure the welfare of pupils including when they need First Aid and in an emergency. Any appropriate member of staff may be appointed to work in the pupil ‘first aid’ area but they are not first aiders as described above. (These staff are referred to in DfEE guidance on first aid for schools as ‘appointed persons’). Their main duties are:

* To take charge when someone is injured or becomes ill
* To ensure that an ambulance or other professional medical help is summoned when appropriate

At Langstone Infant School we update training regularly for ‘appointed persons’. The training received does not require HSE approval and usually takes half a day. It covers the following topics

* What to do in an emergency
* Cardiopulmonary resuscitation
* First Aid for the unconscious casualty
* First aid for the wounded or bleeding

Additionally teaching and support staff receive regular training from the school nursing service regarding the use of equipment/medication for particular children e.g. training from the diabetic/asthma nurse.

When a child comes to receive first aid they will be asked where they are hurt and in particular if they have bumped their head. When staff have administered first aid, a school first aid slip is issued. This has a carbon copy duplicate as a record that is kept in school. If a member of staff has any concerns about a child that needs first aid; and/or if first aid has been administered following a head injury; the school will contact parents to inform them and agree what next steps to take.

Where it is known that a child has a particular condition that may require emergency medication to be administered this will be carried out in line with the school’s medicines policy (i.e. discussion will take place with a parents and any plan will include first aid procedures) e.g. the name and photograph of children with a condition and the protocol displayed prominently in the staff room.

First aid boxes are kept close to hand washing facilities. These boxes are checked and replenished by the school’s Qualified First Aider. There is a bin with a yellow disposal bag in the main first aid area of the school for the disposal of items covered with blood or other body fluids.

Risk assessments are undertaken before children are taken on school outings. Where a child has emergency medication that may be needed this is always taken and given to the adult supervising that child. This would be a member of staff who has undertaken the appropriate training.

Employees who have an accident on the school site are required to complete an accident record form. These records are kept for **a minimum of three years**.

The Headteacher keeps a record of first aiders and appointed persons and arranges for paediatric first aid training to be updated on a rolling programme. The Headteacher regularly reviews the school’s first aid needs in consultation with other appropriate members of staff and acts upon any other information that strengthens the policy.

Further guidance can be found in ‘Guidance on First Aid for Schools’ – a good practice Guide.

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