

First Aid Policy



Beaumont Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Policy Statement

At Beaumont we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

Aims

- ❖ To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users.
- ❖ To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
- ❖ To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- ❖ To establish and maintain safe working procedures amongst staff and pupils.
- ❖ To ensure that all medicines are stored safely and administered according to instructions received from parents.
- ❖ To develop first aid awareness amongst staff, pupils and other supervising adults.

First Aid Provision

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently 3 Full First Aiders and 3 Paediatric First Aiders. The number of first aid personnel is sufficient to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for after school clubs and activities.

SMSA's (who are based outside) are provided with their own First Aid Drawstring bag and each classroom has its own first aid drawstring bag which is clearly labelled and all staff of made aware of where this is stored.

First aid training needs are reviewed on an annual basis by the Business Manager, and particularly after any changes, to ensure the provision remains adequate.

School Visits

Portable First Aid kits are available to be taken on all school visits and are available from the First Aid Cupboard. Staff are required to take all medication required for pupils in their class on each trip.

Mrs Lindsay Heyes is responsible for ensuring all bags/boxes are replenished as soon as possible after use, however all staff are responsible for checking their own bags on a daily basis and reporting any requirements to Mrs Heyes or SBM. The School Business Manager, will authorise the ordering of supplies.

First Aid Boxes

First aid boxes are still also placed in clearly identified First Aid cupboards around school and are fully stocked with suitable first aid materials. Mrs Lindsay Heyes is responsible for ensuring first aid kits are kept fully stocked.

Recording and Reporting first Aid Treatment

All First Aid incidents/accidents to be recorded on the child's pupil record on CPOMS.

During lunchtime SMSAs note accidents that require a "bump and bangs" note are recorded in an accident book recording the following information:

- ❖ Person's Name
- ❖ Date
- ❖ Class
- ❖ Injury
- ❖ Treatment

At the end of lunchtime the books are passed to the Class Teachers/TAs to log this information on CPOMS and any letters passed onto the Parent/Carers at the end of the day.

In the event of any head bumps a TA/School Office will contact the parent by phone.

All completed accident books and the near-miss record book are kept in the school safe and are available to all staff and parent/carers upon request.

In the event of an Adult/Staff/Volunteer incident a Bolton Council accident incident form (HST/12) must be completed in each case but only any serious accident/incidents need to be reported to the Health & Safety Team. These are all held by the SBM in a locked cabinet.

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher or Business Manager who will decide on further action, including overseeing the completion of a HST/12 Accident/Incident form and ensuring its submission to the Bolton Council Health and Safety Team. These forms are kept in the accident folder, in the office. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form.

In the event of a serious accident, the School office will contact the ambulance service and request an ambulance. The child's parents will be informed as soon as possible. A member of staff will accompany the child to hospital if their parents are not available.

Parents are informed of any treatment administered by a First Aider **via Class Dojo**.

Parents will be contacted by telephone if deemed necessary and in all instances of a head injury.

Medicines in school

The school adopts the guidance for the administration of medicines in school within the Health and Safety Code of Practice (see Medication & Asthma Policy).

A qualified First Aider or a member of the office staff will administer prescription medicines only. The medication must be prescribed by a doctor and be in the original packaging with the child's name clearly marked. Parents are requested to complete and sign a medicine form, at the school office, giving their permission for the medicine to be administered.

If the prescription medication is kept in school (e.g. asthma inhaler) a member of staff administering the medicine must record this on the medical consent form kept on file in the classrooms. If the medication is supplied for a specific one off- illness (e.g. antibiotics) this will be kept by the school office and the medical consent form kept on file in a locked cabinet in the school office.

Approved: February 2023

To be reviewed: February 2024