



# Thorpepark Academy

## First Aid Policy



1	Summary	First Aid policy			
2	Responsible person	Caroline Knight			
3	Accountable SLT member	Caroline Knight			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Caroline Knight			
6	Who has been consulted and recommended policy for approval	Governors			
7	Approved by and date	August 2023 - Governors			
8	Version number	3			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2023			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input type="checkbox"/> N			



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### 1. Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

### 2. Purpose

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of the staff
3. Enables staff to see where responsibilities end
4. Ensure good first aid cover is available in the school and on visits.

### 3. Guidelines

New staff to the school are made aware of this policy when they are appointed. The policy is reviewed regularly and updated. This policy has safety as its priority for the children and the adults receiving first aid and safety for the adults who administer first aid.

### 4. Training

It is encouraged that all classroom staff are one day first aid trained. All staff working with children under 5 are all trained in pediatric first aid. As part of the induction process all new staff will be trained in first aid relevant for their job role. A full list of currently trained staff is attached to this policy.

### 5. First aid kits

First aid kits are stored in every classroom and setting. A larger kit is stored in reception and emergency first aid kits are available for use during out of school visits.



Mandy Jessop and Tina Cox (support staff) regularly update and re-stock first aid kits across the school.

At lunchtime the first aid point is supervised by a qualified first aider. All children are aware and will be directed to the first aid point on the playground.

## **6. Cuts**

All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear a plaster BEFORE one is applied. Children who are allergic to plasters will be given alternative dressing.

Minor cuts will be recorded on a school pupil incident report form and parents informed by a first aid slip.

ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING SHOULD WEAR GLOVES. All blood waste should be placed in a bag and disposed of in the outside bins located near carpark.

## **7. Bumped Heads**

Any bumped head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given an advisory 'bumped head' note to take home. All reasonable efforts are made to contact the parents of those children with head injuries. In all cases parents are asked to come and check their child. It is then the decision of the parent to seek further medical advice.

## **8. Reporting an injury**

All injuries are recorded on a school pupil incident form at the time first aid is given. Parents informed by phone (for head injuries) and the child is given a first aid slip to take home. All school pupil incident reports are recorded 'Every'.

## **9. Calling the emergency services**

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey.

If the casualty is a child, their parents/carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be contacted immediately. All contact numbers for children and staff are available from the school office.

## **10. Policy statement**

In our setting, staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All staff in the 2 year old, nursery and



reception are trained in pediatric first aid. Any new staff will complete a pediatric first aid course as part of their induction.

## **11. Procedures**

### **First aid treatment**

- Our main first aid kits are checked regularly by named first aid leads (Tina Cox and Mandy Jessop).
- In addition to the first aid equipment, we provide in the pre-nursery disposable plastic aprons, disposable gloves, children's forehead "strip" thermometers and an ear thermometer (Digital thermometer).
- The first aid box is easily accessible to adults and is kept out of the reach of children in the nappy changing area.
- Any first aid treatment must be recorded on a 'school pupil incident report form'. Parents will be asked to sign the top of this form to confirm that they are aware an accident/incident has happened.
- Parents will be informed if their child is injured during the play session. Staff will decide if this is at the end of the play session or depending on the injury may contact the parent as soon as possible.
- All school pupil incident report forms are recorded on 'Every' at the end of each week. Each incident is given an individual log number.
- The travelling first aid box is kept in the school office.
- Disposable gloves must be worn when staff are dealing with blood, vomit or any other bodily fluids.

### **Head injuries**

- Head injuries must be referred to a paediatric first aider or higher level (3 day course) in all cases.
- All reasonable efforts are made to contact the parents of those children with head injuries.
- In all cases parents are asked to come and check their child. It is then the decision of the parent to seek further medical advice.

### **Emergency treatment**

- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval, this is included in their child's registration form.
- Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
- All major accidents, an HS1 and RIDDOR form must be completed as soon as possible after the incident. These are logged on 'Every' by the admin staff. In case of a death the nursery will inform OFSTED and Local authority as soon as possible.

### **Medicines in school**

- The school has a separate policy on administering medicines, please read this in conjunction with this policy.

**Appendix 1 - List of trained staff****4 day First Aiders:**

Michelle Carter-Support Staff (KS1)  
Paige Clarke-Lunchtime Supervisor  
Christina Cox-Support Staff (KS1)  
Louise Fernie-Support Staff (KS1)  
Katy Hales-Support Staff (KS1)  
Mandy Jessop-Support Staff (2 year old)  
Amy-Jo Kirby-Lunchtime Supervisor  
Cheryl Lawler-Lunchtime Supervisor/Support Staff  
Debbie Pittock- Support Staff (KS2)  
Stacey Rumkee-Lunchtime Supervisor  
Nikita Smith-Admin (Main Office)  
Charlene Wardell-Lunchtime Supervisor  
Charlotte Williamson-Lunchtime Supervisor  
Kerry Robinson-Lunchtime Supervisor  
Katie Brady-Lunchtime Supervisor  
Katie Thompson-Teacher

**Paediatric First Aiders:**

Bethan Bell-Teacher (KS1)  
Julie Blount-Support Staff (2 year old)  
Jennifer Caldwell-Teacher (KS1)  
Donna Clark-Support Staff (KS1)  
Emma Davies-Support Staff (Nursery)  
Margaret Dennis-Support Staff (2 Year old)  
Helen Garnett-Support Staff (KS1)  
Stacy Hunter-Support Staff (KS1)  
Donna Jackson-Support Staff (KS2)  
Georgia Mitchell-Support Staff (2 year old)  
Amelia Osborne-Support Staff (KS1)  
Angela Parker-Teacher (Nursery)  
Chloe Pattison-Apprentice (Reception)  
Mara Rodrigues-Support Staff (2 year old)  
Gemma Rumney-Teacher (KS1)  
Amy Spinks (Petch)-Teacher (KS1)  
Kerina Thurston-One to One (2 year old)  
Catherine Cruickshank-Support (2 year old)

