

**First Aid Policy**

Policy Leader: David Martin

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Ghyll Royd School and the Pre-School (Early Years Foundation Stage) is committed to safeguarding and promoting the welfare of young children and expects all staff and volunteers to share this commitment. Safeguarding at Ghyll Royd School and in the Pre-School is everyone’s responsibility and that everybody is able to make a referral to children’s social care if needed.

**Policy Statement**

It is a statutory requirement for an employer to make adequate First Aid provision for all employees. At Ghyll Royd School and Pre-School it is recognised that the provision should cover all staff, students and visitors. It is our aim to provide First Aid treatment where appropriate for all users of the school with particular reference to the pupils and staff in regard to treating the casualty involved with care, compassion and courtesy. The school will ensure:

* That there is sufficient qualified First Aider(s) available to provide First Aid cover during the school day.
* That First Aid information is readily available and that all users of the school are aware of the way in which to call for help.
* That First Aid kits for minor injuries are available for use throughout the school by all staff and that they are regularly maintained.

Procedures

* There is always a qualified First Aider(s) on the school site and on call during the school day.
* All users of the school will be able to contact the First Aider(s) via the School Office or a member of staff.
* Once informed of an incident the First Aider(s) will go to the casualty(ies) without delay and provide emergency care.
* Secondary aid will be sought if necessary and at the same time the Headteacher and parent/guardian (or an alternative appropriate adult) will be informed.
* The First Aider will assess the severity of the injury and then notify the office if parental contact is required.
* If the injury is severe an ambulance will be called for or a parent will take their child for emergency care. Staff must not use own vehicles to transport injured pupils.
* All appropriate precautions will be taken by the staff when cleaning up after an incident involving blood, vomit, etc.
* In the event of a pupil feeling unwell during a lesson, they should be sent to the Office. The pupil will be monitored and parents will be contacted if deemed necessary.
* If an accident occurs an accident form must be completed and signed by a member of staff who dealt with the accident and a copy kept for school files in the accident file in the office. A copy will also be sent home for parents. (appendix 1)
* Any pupil who has had a head injury must be sent home with a head injury letter (appendix 2) and have their hand stamped so they can be monitored.

First Aid Kit

First aid kits comply with the Health and Safety (First Aid) Regulations 1981 and contain the following only:

* Triangular bandages (ideally at least one should be sterile) - x 4.
* Sterile dressings:
* Small (formerly Medium No 8) - x 3.
* Medium (formerly Large No 9) – HSE 1 - x 3.
* Large (formerly Extra Large No 3) – HSE 2 - x 3.
* A silver foil blanket and a hydrogel burn dressing
* Composite pack containing 20 assorted (individually-wrapped) plasters and antiseptic wipes
* Sterile eye pads (with bandage or attachment) eg No 16 dressing 2.
* Container or 6 safety pins 1.
* Resusciade.
* Guidance card as recommended by HSE 1.
* In addition to the first aid equipment, each box should be supplied with:
* 2 pairs of disposable plastic (PVC or vinyl) gloves.
* 1 plastic disposable apron.

Roles and Responsibilities

The Headteacher will ensure that staff are trained to administer first aid to anyone in need of attendance.

The Workplace First Aiders in school are Mr Hadley Nicholson, Mrs Jenny Johnson and Mrs Sally Portz.

All Teachers and Teaching support staff are First Aid qualified all EYFS staff are Paediatric First Aid trained.

The first aid boxes are positioned in the following places around school:

1. School Office.

2. Staff Room.

3. Manor House first floor landing.

4. Great Explorers room.

5. Little Adventurers room.

5. The lower kitchen.

6. The Coach House - at the top of stairway and at the bottom of stairway.

7. The Multi Purpose Hall - in entrance hall, in the Kitchen.

8. First Aid Kits for taking on trips kept in school office.

**Appendix 1**

**Accident Report Form**

***The top part of the form to be filed centrally in the school office.***

Name………………………………………………………………………………………………………………….

Date, time, location of accident……………………………………………………………………………………..

Nature of injury (if head injury ensure child receives letter) ……………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

Treatment given and by whom …………………………………………………………………………………….

……………………………………………………………………………………………………………………

Name and status of person reporting accident …………………………………………………………………..

Signature………………………………………………………………………………………………………

**Signature of parent to say they have received this form ……………………………………………………**

***Tear off slip to form teacher who will send home with child.***

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Dear Parent

Today your child …………………………………………………… had a minor accident in school resulting in

(nature of injury ) ………………………………………………………………………………………………………

(how accident happened) ……………………………………………………………………………………………

………………………………………………………………………………………………………………………

A member of staff treated your child with basic first aid. If you have further concerns, please seek medical advice.

Member of staff ……………………………………………… Signed:……………………………………………

**Appendix 2**

Dear Parent / Guardian

LOOKING AFTER YOUR CHILD WITH A HEAD INJURY

Name………………………………………………………………

Your child has sustained a head injury at school today at approximately ……….am/pm

Please seek medical advice if any of the following occur within the next 48 hours.

1. If your child vomits more than twice in one day.

2. If your child complains of a persistent headache.

3. If your child becomes unusually sleepy or is hard to wake up.

4. If your child has a convulsion (fit).

5. If your child has any changes in behaviour or is not his/her self.

6. Any signs of blood or watery fluid coming from the nose or ears.

7. Any complaint of ‘seeing double’ or ‘blurred eye-sight’.