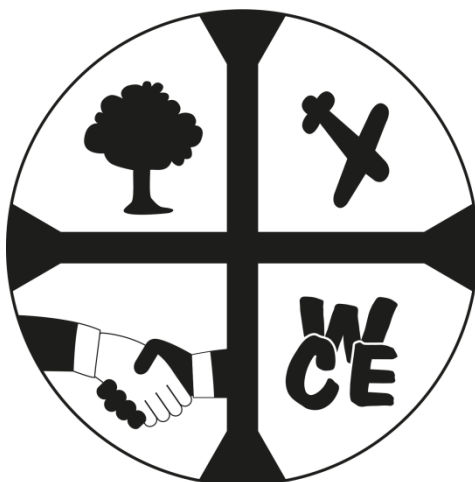


Woodley Church of England (Controlled) Primary School



First Aid Policy

Responsibility of:	Finance and Facilities Committee
Type of Policy:	Good Practice
Reviewed:	01/11/2019
Date of Review:	01/11/2020

Chair of Governors:

Head Teacher:

First Aid equipment is located as follows:

- Airfield Club kitchen: supplies for first aid, copies of letters and injury logs and hygiene bin
- Office: epipens (second one), medical details re specific medical alerts and allergies and Health Care Plans and a copy of Asthma Action Plans are all stored in the office.
- Asthma spare inhalers and epipens: classrooms
- Medicines brought in (eg antibiotics) in office fridge. Parents/carers should complete a form authorising staff to administer medicines. A copy of the form should be copied and taken to the classroom. The original form is stored in the office. The member of staff who administers the medicine should complete the record in the office.
- Non-prescribed Medicine can be administered by school staff with signed permission from parents.

Supplies are ordered by a designated member of staff, to whom any impending needs should be notified by staff.

First Aid Training: See attached schedule

First Aid training is given to a number of staff on a rolling programme to ensure all certificates remain current. See schedule attached for qualified members of staff. Teachers and Teaching Assistants have annual online Asthma training.

Staff are given a copy of this policy in their staff hand book as part of their induction procedures. Any queries regarding first aid are directed to the School Office in the first instance. Any matters arising are discussed at the staff meetings. Minutes are taken and stored in the staff room.

Accident recording procedures:

- Injury forms are completed and passed to the office for analysis and filing.
- Injury letters are passed to the class teacher as soon as possible to enable them to monitor the child's well-being through the rest of the day. At the end of the day, the form is put in the child's book bag to alert the parent that a minor accident has occurred during the day.
- For Head Injuries:- All head injuries are assessed by an appropriately qualified person and reported to the school office. Contact with the parents/carers is then made either by immediate telephone call or text by the office staff and an injury form is sent home in the reading folder. Class teachers are advised of all head injuries. If the bump is minor and no phone call home is needed, then contact should be made with the parent at the end of the day. If a child has had a head injury during the day, they should not attend a sporting activity after school without having first been seen by the parent/carer and the parent /carer accepting full responsibility. A full assessment should be made by staff and parent/carer before sending the child to a non sporting after school club.
All forms are retained in the school office for regular analysis and archiving. Forms are retained in accordance with file retention guidance provided by Wokingham Borough Council.
- More Serious Injury: If a child is sent to hospital a SRI form is downloaded from WBC Website, completed by office staff and forwarded to LA. Copy passed to Head. Parents/carers informed immediately. In case of child becoming ill without obvious cause, NHS helpline to be contacted for advice prior to any action being taken.
- First Aider to assess injury. Head Teacher to be informed immediately. Parents/carers to be contacted immediately and ambulance called immediately if necessary.

- If a child is unwell through the day, the child should be assessed by the Class Teacher and a call made to their parent/carer to assess whether they are well enough to stay in school or be collected.
- If a child has vomiting or diarrhoea in the day, they should be collected immediately and only return to school 24 hours after the last episode.

General Procedures

- Staff should use disposable gloves when dealing with and involving bodily fluids.
- Staff cuts/abrasions should be covered.
- Disposal of medical waste in sanitary bin in first aid cupboard in Airfield Club kitchen.
- All wounds should be covered in school.

Medical Alert Information: kept in office and in each classroom

Policy adopted: December 2009
Policy Review: November 2019
Next Review: November 2020
Issue: 06