



First Aid Policy

2023-2024

Adopted by

St Matthias C of E Primary School



This policy is reviewed/updated by Ginie Beale and Karen Kazerooni and is approved annually by the Local Governing Body

Reviewed: June 2023

Next Review: June 2024

In collaboration with



School Vision

ASPIRE, BELIEVE, ACHIEVE

‘Our school family, values us all as unique individuals and children of God.

We **aspire** to be the best version of ourselves; **believing** that through the gifts God has given us, we can make a positive contribution, flourish and **achieve** together to make a difference in our ever-changing world.’

First Aid Policy

At St Matthias there are a number of staff who have qualified as “First Aiders in the Workplace” which also meets the statutory requirements for the Early Years Foundation Stage DFES 2007. A list of qualified staff is on the first aid cupboard door in the office in staff toilets and various other positions around school.

As well as a qualification in First Aid those members of staff have a certificate to show that they have been instructed on the appropriate ways in which to administer Insect bite relief spray and antiseptic wound spray.

There are also some lunch time staff who have a qualification in First Aid which enables them to treat minor wounds in the playground. First Aid treatments in our school are carried out using:-

Anti-bacterial/steriwipes

Steripore adherent dressings

Anti-allergenic plasters

Gauze pads

Ice cube in a sterile plastic bag

Cool packs in sterile plastic covers

Sterile vials of water for eye bathing

Antiseptic wound sprays such as Savlon Dry/Betadine/Natrasan and Elastoplast Wound spray

Wasp-eze/Jungle Formula Sting Relief

While carrying out First Aid adults will wear vinyl medical gloves to prevent infection and cross contamination of wounds. (We do not use latex gloves at St Matthias as many people are allergic to it.)

If a non-trained member of staff sees a child injured; especially a head injury they must take the child to a first aider and explain clearly what has happened to the child.

The first aid equipment is located in the in the Reception Office, KS1 Activity Area and Nursery. There are also two first aid bags for trips.

Very minor accidents and injuries to the children will be treated by a member of staff using the equipment listed above; no slip will be issued, but it will be noted in our accident book, located in the main office.

Minor Head bump Parents will be notified by text of any head bump, all head bumps will be seen by the First Aider in the office.

For intermediate accidents and injuries i.e. serious grazes, cuts; which do not require attendance at hospital, First Aid will be carried out by a qualified First Aider. **In such cases an accident slip will be completed by the first aider who deals with the child and left with the teacher or in the office to be sent home to parents.**

Where a significant injury has been sustained parents will be contacted by telephone and may be asked to collect their child; either to rest at home or sometimes we will recommend that they see a doctor or be taken to A & E. **In such cases an accident slip will be completed by the first aider who deals with the child and given to the parent when they collect the child.**

Where a fracture is suspected appropriate First Aid will be given and parents will be contacted by telephone and asked to take their child to A & E. In instances where parents do not have available transport an ambulance will be called. **In such cases an accident slip will be completed by the first aider who deals with the child and given to the parent when they collect the child.**

In the event of a serious injury, break, fracture, head injury or illness an ambulance will be called immediately, followed by a call to parents to join the child at school and go in the ambulance OR to meet their child at the A & E department. Two members of staff will accompany the child if a parent is not available to go in the ambulance. **In these instances the child's health is the priority.**

These incident will be logged on online RIDDOR forms to WCC.

All injuries except minor ones are reported to the Headteacher.

When a child joins school all parents complete medical form detailing any medical conditions.

When a child becomes ill during the day, the parents/carers will be contacted and asked to collect their child. The child will be monitored until collected.

No child should have medication with them in school (and none should be put into pupils drinks containers for consumption later in the school day).

The only exceptions to medicines on the premises are; blue inhalers for asthmatic pupils or glucose tablets for diabetics, epi-pens or Jext pens for anaphylactic allergies which will be kept in a safe but accessible place in the child's class and in the office and where necessary, Ritalin or similar medication.

Pain killers, junior forms of ibuprofen or paracetamol are administered to pupils by staff, with verbal or written permission of the Parents/Carers.

We do not administer other medicines or antibiotics which are prescribed for 3 times per day. However, should Parents / Carers feel it is necessary they are welcome to pop into school at lunchtime to give medicines to their child.

First Aid given to staff

At times staff may also become injured while at work; this could be accidental by themselves or they could be injured by a child, or through another accident at work.

Staff always completed a 'staff next of kin' form to ensure that we have relevant numbers and contact details for next of kin members.

Very minor accidents and injuries to the adult will be treated by a member of staff using the equipment listed above; the injury will be noted in our accident book, located in the main office.

For intermediate accidents and injuries i.e. serious grazes, cuts, bruises, which do not require attendance at hospital, First Aid will be carried out by a qualified First Aider. **In such cases the accident will be recorded online using the LA form and a copy kept by the Health and Safety Lead.**

Where a significant injury has been sustained next of kin will be contacted by telephone and may be asked to collect the member of staff; either to rest at home or sometimes we will recommend that they see a doctor or be taken to A & E. **In such cases the accident will be recorded online using the LA form and a copy kept by the Health and Safety Lead.**

Where a fracture is suspected or a serious injury appropriate First Aid will be given and next of kin will be contacted by telephone and asked to take the member of staff to A & E. In instances where staff do not have available transport an ambulance will be called. **In such cases the accident will be recorded online using the LA form and a copy kept by the Health and Safety Lead.**

Copies of all recorded accidents and injuries are kept in the Health and Safety folder and also sent to Worcestershire County Council.

PERMISSION FOR EMERGENCY MEDICAL/DENTAL TREATMENT

In an emergency situation, I agree that my child may be given emergency medical/dental treatment if necessary; including the administration of a general anaesthetic and surgical operations, in accordance with the recommendations of a qualified medical practitioner. This consent is given for the whole of my child's time at this school.

Name of Child

Doctor's Surgery Telephone

Dental Surgery Telephone

My child has had these childhood illnesses since birth:-

.....
.....
.....

My child suffers with the following medical conditions now:-

.....
.....

My child regularly takes the following medication at home:-

.....
.....

My child regularly takes the following medication at school:-

.....
.....

Is there anything else you think a hospital would need to know?

.....
.....

I will keep the school informed of any change of doctor, dentist or medical conditions as soon as they occur.

Name of Parent



Signed Parent Date

This information will be locked in school office unless required in a medical emergency.



St. Matthias C. of E. Primary School
01684 574984

**ACCIDENT / INCIDENT /
 ILLNESS REPORT SLIP**

Date	Time :	Child's Name:	Class:
Location in school of incident:			LEA Accident Report No (if applicable):
Details of treatment and additional comments: <input type="checkbox"/> Cold Compress <input type="checkbox"/> Ice Pack Applied <input type="checkbox"/> Medi Wipe <input type="checkbox"/> Plaster Dressing Bandage <input type="checkbox"/> Cleaned with Cold Water			
Bump / Bruise	Vomiting / Nausea	Nosebleed	Headache / High Temperature
Head Injury	Cut / Graze	Asthma	EPI PEN
Parent contacted	Unable to contact Parent	Following First Aid the child was well enough to remain in School	The child was collected from School
The School is of the opinion that your child should consult a Doctor			<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Front</p>  </div> <div style="text-align: center;"> <p>Back</p>  </div> </div> <p>Mark the area of the body which had the injury</p>
First Aider Name:		Name of Parent / Carer contacted:	Time :
Witness:		Slip completed by:	

IMPORTANT

Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital

REPORT SLIP No.

5957

Amendments made during review June 2023 – to assist author with next review

Page no	Section	Heading	Text approved
None included			