



Inkersall
PRIMARY ACADEMY

First Aid Policy

This policy relates to all pupils in Inkersall Primary Academy including those in EYFS

The Local Governing Body of Inkersall Primary Academy adopted this policy in May 2021.

It will be reviewed annually, no later than May 2022

POLICY STATEMENT

Inkersall Primary Academy (IPA) will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility

AIMS

To identify the first aid needs of the school

To ensure that first aid provision is available at all times when people are on School premises, and also off the premises whilst on School trips

OBJECTIVES

To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the school and to maintain current qualifications for those people

To ensure that within Early Years Foundation Stage (EYFS) at least one person with a current paediatric first aid certificate is on the premises at all times when children are present and accompanies children on outings

To provide relevant training and ensure monitoring of training needs

To provide sufficient and appropriate resources and facilities

To inform staff and parents of the School's first aid arrangements

To keep accident records and to report to Spencer Trust as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

ACCIDENT PROCEDURE

An adult at the scene of an accident needs to make a quick assessment of the severity of the accident

Small cuts and grazes occurring during lesson can be cleaned and a plaster applied in class

Pupils who sustain an injury of this type at school outside of lessons should be told to report to a First Aider

Serious injuries are any injuries that may require a qualified First Aider or medical attention

Send a messenger or call through to Reception to request an ambulance if the need is obvious. If possible, the person with the casualty should call an ambulance (for example via mobile phone or through the internal first aid room phone) as the Ambulance Control will want full details of the casualty's condition; dispatch another person to meet the ambulance and direct it to the incident.

For lesser emergencies send a message to Reception and ask for a First Aider to be summoned immediately.

Stay with the casualty while waiting for assistance.

Accident Report Forms must be completed for all injuries by the person who has dealt with the injury

ILLNESS

Any pupil feeling unwell should be sent to the First Aider accompanied by another pupil who should be told to return as soon as the pupil has been received by the First Aider. If the First Aider is not in the First Aid area, the escort should contact the school office. Before sending any child home a member of the Senior Leadership Team needs to be consulted.

Any pupil having difficulty breathing, dizziness, or feeling faint must remain with a teacher or other member of staff. A messenger should be sent to fetch a First Aider. The school office should be contacted if a First Aider is not in the First Aid area

FIRST AID TRAINING AND QUALIFICATIONS

There will, at all times when pupils are at school, be at least one person in each Key Stage, qualified to a minimum level of First Aider.

A First Aider is defined as a person who has successfully completed a suitably approved course.

A list of staff qualified as First Aiders, at the date of publication of this policy, is kept in areas of school eg the first aid rooms and the school office. This list will be kept up to date, made available on the notice board in the school office.

There will be at least 4 members of staff with the full 3 day first aid at work qualification.

OFF SITE VISITS

The first aid requirements specific to off site visits are to be found in the Off Site Visits Policy

FIRST AID KIT PROVISION

First Aid Kits are found in the two first aid rooms – KS2 and KS1. They are also contained within each area of school. The fully appointed first aid team will be responsible for stocking of these.

An automated external defibrillator is available for use by trained personnel and may be found in main reception area of school.

PUPIL'S MEDICAL CONDITIONS

A list of pupils who suffer from medical conditions, together with details of those conditions, is updated annually by the School Office and kept in the office. This information is also included on SIMs and Meditracker.

HYGIENE/INFECTION CONTROL

Basic Hygiene procedures must be adhered to by staff. Single use disposable gloves must be worn when treatment involves blood or other body fluids and disposed of with dressings, etc. in the medical waste bin provided in the First Aid area. Wherever possible, staff should wash their hands before dealing with any first aid issues.

RESPONSIBILITIES

To ensure that there are an adequate number of qualified First Aiders and Appointed Persons

To check the contents of first aid kits each term and re-stock as necessary

To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention

The Office Manager is responsible for all necessary reporting under RIDDOR for staff and the pupils

EMERGENCY PROCEDURES

When an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of the First Aider, but there may be circumstances where it is apparent that such a call must be made immediately. Parents will be informed when an ambulance had been required to be called. If a parent cannot

accompany a pupil to hospital, a member of staff will accompany the pupil to hospital and remain with them until the parents can take over the responsibility

ACCIDENT RECORDING

An Accident Report Form is completed via Meditracker for each incident, generally by a person witnessing the events. Copies are provided to the child to take home through the email and text messaging service.

Meditracker is the online system used since May 2021 to generate records and letters for every First Aid occurrence in school.

INFORMING PARENTS

The parents will be telephoned /text sent in the event of any head injury, if an ambulance is called, or any other circumstances where the professional judgement of the First Aider dictates that such contact should be made. A 'head bump letter' is then sent home.

Review due: May 2022

INKERSALL PRIMARY ACADEMY

First Aid Needs Assessment

First – aid personnel	Required Yes/No	Minimum Number reqd
First aider with first aid at work certificate	Yes	4
First aider with emergency first aid at work certificate	Yes	6
First aider with additional training: Identify training. Paediatric Training	Yes	4
Appointed person	Yes	4
First aid equipment and facilities	Required Yes/No	Number reqd.
First aid container	Yes	1
Defibrillator	Yes	1
First Aid Kit	Yes	8
Classroom First Aid Kit (Basic – plasters, wipes, gloves)	Yes	16 1/classroom
Minibus first aid kit	Yes	1
Travelling first aid kits	Yes	2

Other additional notes:

Primary level teaching establishment.

Maximum expected number of staff and visitors on site at any one time – 80

Maximum number of pupils expected to be on site at any one time – 370

Environment is medium hazard- particular attention to practical teaching areas and specifically PE.