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|  | **Twiss Green**  **Community Primary School**  **First Aid Policy**  **September 2021**   |  |  | | --- | --- | | Date of Approval: | 2nd September 2021 | | Signed: Chair of Governing Body |  | | Signed: Acting Head Teacher | **Katy Fuller** | | To be reviewed by: | September 2022 |     DEFINITION  First Aid is the immediate treatment or care of a person who is injured or taken ill at school before an ambulance is called for serious cases. First aid treatment prevents minor injuries becoming major injuries.  PURPOSE  To ensure that children, staff and visitors to the school receive appropriate first aid care in the event of an accident or emergency. To ensure that clear procedures are in place for the safe storage of first aid equipment, administration of first aid to casualties and recording of incidents in accordance with health and safety guidelines.  PROVISION OF FIRST AID PERSONNEL  Appointed persons: An appointed person is someone who takes charge when someone becomes ill, suffers a minor injury, looks after first aid equipment e.g. restocking after use, or who ensures that an ambulance is called when appropriate.  Members of staff should not give first aid treatment for which they have not been trained.  During the school day, many children suffer minor bumps and scrapes in the course of their play in the playground or through other activities. It is normal practice for these to be dealt with by an appointed person in the ‘first aid area’ at morning play and lunch time; and by the teacher or learning assistant during lesson time if they are First Aid trained or by sending for one of the First Aid trained members of staff.  School First Aiders:  We currently have three first aiders in school (Jo Dunn, Jess Nunnerley and Katie Roberts). We are currently waiting to undergo training for the rest of the staff for first aid.  ACCIDENTS and REPORTING  Any time a child receives first aid, a log is completed in our first aid folder. The log should be completed by the adult administering the First Aid. Any incident which requires escalation (due to severity or injury as a result of a potential health and risk in school) should be brought to the attention of Mrs Catherine Henthorn (office manager) who will take appropriate action to ensure that the incident is reported correctly.  In addition to this, a first aid slip of the incident should be completed by the first aider and sent home with the child to inform parents that their child had been seen by a first aider during the school day.  Bumps to the head – Parents will receive a text message from the school office if a child has received a head injury. Parents will also be notified if the school has any concerns, the parent/carer will be invited into school to judge whether their child is able to stay in school or taken for further treatment.  Other injuries – These will be judged by the evidence seen at the time (visible on the person, behaviour of the person etc). If staff feel that parents/carers need to be made aware of an incident before the end of the day, a text or phone call will be made from the school office.  Any accident leading to immobility will need paramedics to attend and the person should not be moved. When an ambulance is called, the office staff will print a “Serious Incident Form” and complete the child’s details before handing it over to the first aider treating the child who will complete the remainder of the form. This will then either be handed to the parent/carer taking the child to hospital or to the paramedic.  MEDICAL REGISTER  All medical registers are stored electronically on the school’s network in the SEN file and should be amended as needed. Information on children with significant or specific medical conditions is displayed along with their photograph on the staffroom noticeboard. No information about a child will be displayed in a public area without parental permission.  CARE PLANS  All children who are in receipt of a care plan have their photos and plans displayed in their classrooms and in the staff room. These care plans are reviewed in accordance with the school nurses’ recommendation.  EPIPENS  All epipens are stored in the medical storage cupboard in the staffroom.  ACCIDENT FORMS  This form is used by Twiss Green Primary School as a handover sheet between School and Parents/Professionals. All First Aid is administered in accordance with current guidelines and practices in Schools. |