



*'We can and we will'*

# GLEBE PRIMARY SCHOOL

## **First Aid Policy**

### **Mission Statement:**

**At Glebe School we believe in an ethos that values the whole child.**

**We strive to enable all children to achieve their full potential academically.  
Socially and emotionally**

Glebe Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees, and to ensure best practice by extending the arrangements as far as is reasonably practicable to.

Responsibility for first aid provision at Glebe is held by the Headteacher who is the responsible manager. The Headteacher then delegates tasks to nominated members of staff.

First aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07 (First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### **Aims and Objectives**

Our First Aid Policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision for our premises.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- Ensuring that there is a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

### **First Aid Training**

The responsible manager will ensure that the appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment, and that they have the appropriate level of training to meet their statutory obligations.

## **Qualified First Aid Staff**

At Glebe there are 6 qualified first aiders who are as follows:

- Mrs Emma Varney ( Welfare Assistant and Chief First Aider)
- Mrs Suzanne Message (Nursery Nurse)
- Mrs Natasha Copley (LSA)
- Mrs Malin Roberts (Nursery Nurse)
- Miss Phoebe Weaver (LSA) Paediatrics only
- Mrs Michell Darrant (LSA) Paediatrics only

In addition our first aiders hold a qualification in Paediatric First Aid in line with Ofsted requirements, and any additional members of staff who only hold the First Aid At Work qualification will be booked onto courses as soon as they become available.

They will be responsible for administering first aid, in accordance with their training to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections). The qualified first aider is someone who has been trained and holds a VALID First Aid at Work Certificate gained from a 4-day HSE approved course. This qualification MUST be renewed within three years with training from the 2 day HSE renewal course.

## **Appointed Persons**

At Glebe Primary School Mrs Emma Varney is the appointed person, who is also the Welfare Assistant.

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of the first aid arrangements, including looking after equipment and facilities, calling the emergency services when required and taking charge when someone is injured or falls ill during the short-term, unplanned absence of the qualified first aider. This would come into action during short trips off school premises that are deemed un-necessary that a qualified first aider be in attendance. The Appointed Person is someone who has attended a 1-day HSE approved course.

At Glebe Primary School we arrange that a qualified first aider accompanies all school trips where possible.

## **First Aid Provision**

Our First Aid Needs Assessment has identified the following first aid kit requirements.

- A fully stocked unit, situated in the Welfare Room
- A fully stocked box, situated in the Nursery
- 2 fully stocked first aid boxes, which are kept in the Welfare Room ready for trips off premises.
- 2 fully stocked emergency boxes, which are kept in the Welfare Room, in case of need.
- 2 fully stocked "Bum Bags" for school trips.
- Kitchen stocked with appropriate "blue" plasters
- Year 3/4 corridor
- The Hub (Formally known as the Unit)
- The Breakfast Club (Formally the old year 6 huts)

It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits after every use and every half term and re-stock as required.

The Hygiene Room is designated as the first aid room for treatment, sickness and the administering of first aid.

### **Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a well balance judgement, in consultation with either the Head Teacher or one of the Deputy Head Teachers, as to whether there is a requirement to call an ambulance.

If the emergency involves a tooth being knocked out (avulsion) as a result of an accident (and it wasn't wobbly before) then the procedure is as follows:

If the tooth is a milk tooth:

- Locate the tooth
- Place the tooth in milk and cover
- Contact the parent and direct them to their dentist

If the tooth is an adult tooth:

- Locate the tooth
- Place the tooth in milk and cover
- It is advisable to call an ambulance (because of the risk of concussion)
- Contact the parent
- If you know there is going to be a delay in the ambulance arriving, advise the parent and they can make the decision as to whether to collect and take the child themselves.
- Direct parents/ambulance to emergency dental department at Northwick Park Hospital.

The first aider/appointed person are to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury, including adult tooth avulsion.
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- In the event of having to use an Epi-Pen
- Where Asthma medication is "not working"
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify the parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- it is a bump to the head
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available in order of preference and to leave a message should the parents not be contactable.

In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parent periodically through out the day. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## **Records**

All records are now recorded electronically in the Hygiene Room

- All accidents requiring first aid treatment are to be recorded with ( at least) the following information:
- Name of injured person
- Name of the qualified first aider/appointed person
- Date and time of the accident
- Type of accident ( e.g. bump on head etc)
- Treatment provided and action taken
- Reporting to the Borough using the online reporting system for major accidents and incidents.

A senior member of staff is advised of any incident deemed NOT an accident along with accidents of the same nature that occur regularly.

This policy is written in line with the borough policies on all accidents, incidents and emergencies within the school premises.

**Revised and updated February 2018 by Mrs E Varney & Mrs M Penney**  
**To be revised in 12 months time or whenever a significant change occurs.**