



# COBHAM PRIMARY SCHOOL

Caring, Proud, Successful!

## First Aid Policy Policy Statement

Cobham Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility. This policy complies with section 10.0 of the School's Health and Safety policy and is reviewed annually.

### Aims and Objectives

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 & 1999.
- To ensure that first aid provision is available at all times while people are on the school premises, and also of the premises whilst on school visits.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the School and on School trips, to prevent, where possible, potential dangers or accidents.
- To inform staff and parents of the School's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).

### First Aid Provision

First Aid kits are available at the following destinations:-

- In each class room
- In back office for Infant and Junior Playgrounds during breaks and lunch times.

First Aid is taken on every school trip.

It is the responsibility of the First Aid Trained Class Teaching Assistant to check the contents of each classroom kit every term and re-stock as necessary.

**It is EVERYONE's responsibility to replenish the two playground boxes as and when items have been used.**

**All staff will ensure that they have read the School's First Aid Policy.**

### **Contents of First Aid Boxes**

- ✓ Disposable gloves
- ✓ Small/medium/large sterile dressing
- ✓ Assorted plasters
- ✓ Micropore tape
- ✓ Triangular bandages
- ✓ Melanin dressing
- ✓ Sterile eye dressing
- ✓ Antiseptic wipes

### **First Aid Training**

The head teacher is responsible for ensuring that there is an adequate number of qualified First Aiders/Appointed Persons.

All staff are annually trained in the use and administration of Epipens.

### **Qualified Staff**

First Aid at Work – All Teachers, TAs & Midday Meal Supervisors except Mrs Saunders (Head) and Mrs Heap (Deputy) are first aid trained as of 5<sup>th</sup> November 2016

### **Paediatric First Aid**

Mrs Adele Dengate  
Mrs Tanya James

### **Schools First Aid**

All staff are trained every two years. When staff join between sessions, and have not been trained at a previous place of work, training is provided.

## **Head Injuries**

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

If the injury is minor, all Head Injuries should be monitored closely and a head injury report form should be completed and given to the parents.

Any serious Head Injury should always be referred for Hospital treatment (please follow the section for Emergency Arrangements).

## **Emergency Arrangements**

Where the injury is an emergency, an ambulance will be called following which the parents will be contacted. Where hospital treatment is required but it is not an emergency, then the parents will be contacted and they will take responsibility for the child. In the event that the parents cannot be contacted, two members of staff will accompany the child to hospital and remain with them until the parents can be contacted.

## **Hygiene/Infection Control**

Hands must be washed before and after giving First Aid. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Any soiled dressings and other clinical waste is disposed of in the bags provided in the first aid boxes/bags and disposed of in the clinical waste bin in the staff toilet. Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush. If possible, the affected area is bleached (dilute 1:10). Body fluid spillages on hard surfaces are cleaned up and then bleached (1:10). Exposed cuts and abrasions should always be covered.

## **Incident Reporting**

All minor incidents/injuries/ ailments and treatment are recorded on the Administration of First Aid Books kept in the Infant and Junior First Aid Boxes.

ALL Head injuries must be noted in the Accident Folder in the School Office, a copy given to a parent as well as notifying all team members of the class that the child is situated in.

Parents are informed by letter of any head injury or other significant injuries. A member of staff will contact the parents if she has any concerns about the injury, or needs to send a child home through illness. All injuries are recorded in the accident book in the school office. It is recommended that these records are kept for 7 years.

Date: Head teacher: Jacqueline Saunders

Governor Responsible: Kate Cresswell

Review date: November 2017