



## **Witton Church Walk CE Primary School** **First Aid Policy 2017**

### ***'Where Every Door is Opened and Every Gift is Unlocked'***

At Witton we are a partnership of school, church, home and community. We create a stimulating and caring environment, grounded in Christian belief and practice, so that all members of our school community feel happy, safe and secure. Time is taken to value and nurture each child educationally, creatively and spiritually. Children and staff are encouraged to aim for 'Everyday Excellence' and believe in themselves in order to achieve their full potential.

Our school works within the recommendations of The Equality Act 2010.

### **First Aid Arrangements**

#### **First Aid Provision**

First-aid provision should be available at all times while people are on school premises and also off the premises whilst on school visits.

#### **First Aiders**

The school's current first aider(s) and appointed persons are shown on the first-aid notices located in the staffroom, first aid area and offices.

The main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school, and to call an ambulance or other professional help. Mrs Doyle is our lead first aider and attends first aid for adults.

A paediatric first aider will be available in the EYS area at all times, whether the children are outside or on an educational visit as per the EYS statutory framework requires.

An appointed person, in the absence of a first aider, is someone who takes charge when someone is injured or becomes ill and ensures that an ambulance or other professional medical help is summoned. Such a person will deal with routine first aid requirements but should not give first aid treatment for which they have not been trained.

First aiders and appointed persons are trained in accordance with HSE requirements. The Bursar holds a record of first aiders and their certification dates in the Child Protection file in the school office. First Aiders should be called upon when an accident requires treatment. They are not expected to deal with very minor injuries such as falling over where comfort and reassurance and a wet paper towel would suffice. First Aiders should be consulted on whether children complaining of being unwell should go home. This decision should rest with

the teacher who has been working with the child, with the Head teacher or Deputy Head teacher informed at all times.

All Midday assistants are trained in Emergency First Aid. A member of staff who holds a First Aid certificate is available throughout lunch time for Middays to call upon if needed. An allocated first aider is appointed in the first aid area during playtime. Our lead first aider, Mrs Doyle, will ensure all first aid boxes are renewed and refilled regularly.

### **Facilities and Supplies**

The First Aid area is located at the end of the KS1 corridor near the girl's toilets. The area contains a full stock of supplies and has mains tap water. The lead first aider is responsible for the audit of supplies and ensuring supplies are purchased.

### **Educational Visits**

On all educational visits there will be a fully qualified first aider from our school, unless the centre provides 24-hour first aid cover. A named member of staff is responsible for collection and administration of medicines on school trips and a second member of staff will sign off any medication given.

### **Hygiene/Infection Control**

Staff should take precautions to avoid infection and should follow basic hygiene procedures and take appropriate care when dealing with blood and other body fluids. For further information refer to 'Health Issues for Employees Guidance Note' within the Departmental Health and Safety Manual Section 8)

### **Other Building Users**

Out of school clubs and catering staff are responsible for their own first aid arrangements. Contractors and visitors will be covered by the school's first aid arrangements in accordance with the Department of Health and Safety Manual (Section 2)

### **Reporting Accidents and Record Keeping**

All minor accidents are recorded in the school accident file (Appendix A) located in the first aid area recording the following information:

- Pupil's name; age and gender
- Date and time of accident
- How and location of accident
- Details of first aid administered
- What control measures have been put in place to prevent it happening again
- Signature of first aider
- Whether parents have been informed

Additionally a 'bumped head' letter is sent home to inform parents of all bumps to the head and a telephone call is made to parents. (Appendix B)

The Governors monitor the minor accidents termly and report any control measures that may have been implemented by the Head teacher and any recommendations they would like implementing.

The Safeguarding Supervision Team monitors the first aid incidents monthly during supervision time.

Serious accidents or injuries, or when a staff member or child attends hospital a PRIME report is completed. The first aider who dealt with the accident will complete the form with the Bursar. It will then be checked by the Head teacher before being submitted online.

NAME:					REG:					
Date	Time	How and where did the accident happen?	Details of injury sustained	What first aid was administered?	Head Bump	Where did the pupil go to after first aid?	What control measures have been put in place to prevent it happening again?	Name and signature	Prime report needed Yes or No	Date
					Letter sent? Parent contacted?					
					Letter sent? Parent contacted?					
					Letter sent? Parent contacted?					
					Letter sent? Parent contacted?					

**APPENDIX A**

Witton Church Walk CE Primary School  
Church Walk, off Chester Way  
Northwich, Cheshire CW9 5QQ  
Tel: 01606 288128

E-mail: [head@wittonwalk.cheshire.sch.uk](mailto:head@wittonwalk.cheshire.sch.uk)  
Headteacher: Mrs K Magiera



Date:

Dear Parent /Guardian

### HEAD INJURY

During the course of the day \_\_\_\_\_ received a bump on the head and was attended to by qualified first aider. Whilst he/she appears to be fine at the moment, you should watch for any of the following signs:

- ◆ Vomiting
- ◆ Concussion i.e. brain shaking which causes loss of memory regarding events leading to the injury
- ◆ Headaches
- ◆ Loss of vision / squint / dilation of pupils
- ◆ Dizziness / drowsiness / coma
- ◆ Any weakness of the limbs

It is suggested that should you become aware of any of the above symptoms then you should contact your GP or take the child to hospital at once.

Yours sincerely

pp Mrs K Magiera

**Headteacher**

**APPENDIX B**