

# PERRYFIELDS PRIMARY PRU



## FIRST AID POLICY

Review Date	Reviewed Date	Reviewer	Action
September 2017	22.09.17	Staff	Ratified by Management Committee: 17.10.2017
September 2018			

## **Policy Statement**

At Perryfields Primary PRU we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

## **Aims**

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all reasonable practical steps are taken to meet the needs of all site users;
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises;
- To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits;
- To establish and maintain safe working procedures amongst staff and pupils;
- To ensure that all medicines are stored safely and administered according to instructions received from parents and doctors;
- To develop first aid awareness amongst staff, pupils and other supervising adults.

## **First Aid Provision**

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Perryfields currently (September 2017) have 2 Paediatric Emergency First Aid Appointed Persons and 2 other First Aiders. Their qualifications are in the School Office.

The number of first aid personnel is sufficient to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for breakfast club and after school clubs and activities. People using the school site for evening and weekend lettings are responsible for ensuring their own adequate first aid provision.

Perryfields first aid needs are reviewed on an annual basis particularly after any changes, to ensure the provision remains adequate. We currently have:

- First Aid station is in the main school office;
- A First Aid kit is taken on all school visits which is located in the school office. A First Aider accompanies classes on all school visits.
- The Paediatric First Aiders check that boxes are replenished as soon as possible after use.
- The School office Manager, will authorise the ordering of supplies.

## **First Aid Boxes**

First aid boxes are placed in a clearly identified accessible location in the school office and is fully stocked with suitable first aid materials.

## **Recording and Reporting First Aid Treatment**

All accidents that require treatment are recorded in an accident book recording the following information:

- Person's Name
- Date

- Class
- Injury Treatment
- Teacher informed
- Signature of First Aider

The accident report book is in the main school office.

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher who will decide on further action, including the completion of an “injury or dangerous occurrence report form.” These forms are sent to the Local Authority. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form.

### **Informing Parents**

The parents will be telephoned in the event of any serious head injury. If an ambulance is called in any other circumstances the professional judgement of the paediatric first aider is sought immediately. In the event of a head bump, the parent is contacted and a form is sent home with child identifying head bump. The pupil is also identified to others by the attending First Aider.

In the event of a serious accident, the Office Manager will contact the ambulance service and request an ambulance. The child’s parents will be informed as soon as possible. Two members of staff will accompany the child to hospital if their parents are not available.

The following list of staff that are emergency first aid trained. This also includes Paediatric first aiders:

<b>Name</b>	<b>Level of Qualification</b>	<b>Location</b>	<b>Date of training review</b>
Sue Harvey	Paediatric	Classroom 1	
Alison Ellerton	Paediatric	Classroom 2	
Morag Sutcliffe	1 <sup>st</sup> Aid Trained	Classroom 3	
Barry Bozward	1 <sup>st</sup> Aid Trained	School site	