

First Aid Policy



C.E. PRIMARY ACADEMY
(HANDSWORTH)

Approved by: LAB

Date: October
2023

Last reviewed on:

December 2023

**Next review due
by:**

December 2023

School Vision

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29:11

At Holy Trinity CE Primary Academy our distinctive Christian values are at the heart of all we do. Through our curriculum and care our children develop independent curiosity, acquire a life-long appetite for learning and become well-rounded individuals, seeking 'hope and a future' for themselves and others.

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Training

All lunchtime supervisors are Paediatric First Aid trained. Three members of the staff team are also Paediatric First Aid trained, they are: Amo Rahman, Kenjy Camara and Sophia Suleman. One member of staff is First Aid at Work Trained. That member of staff is Liz Hooper.

First Aid Kits

The first aid kit is located in the KS1 corridor. There are first aid kits that are taken out onto the playground.

Cuts

All open cuts should be covered after they have been treated with a medi-wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing.

Bumped heads

Any bump to the head, no matter how minor, should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given an advisory bumped head letter to be taken home. The child's teacher should be informed and keep a close eye on progress of the child. ALL bumped head incidents MUST be recorded in the accident book.

Accident Book

The accident book is stored online through Evolve Accident book. This should be completed for every incident where first aid is administered and reviewed by a senior leader. Old accident books are stored within the archives.

For major accidents, an HS1 and RIDDOR form must be completed as soon as possible following the accident. These are available from the school office.

Reporting to parents

We report all bumped heads to parents via a bumped head letter. If a child has a significant injury, then parents are contacted via phone call and advised of the injury. They may be asked to collect their child.

Calling the emergency services

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: **The school number is 0121 464 9900. However, if you are calling from your mobile give that number.**
2. Give your location: **Holy Trinity CE Primary Academy, Havelock Road, Handsworth, Birmingham**
3. State the postcode: **B20 3LP**
4. Give your name
5. Give the name of the child and a brief description of the symptoms

If you need to phone for an ambulance, ensure that a member of the office team is aware of the call so that they can go to the gates to let the ambulance onto school site.

We will attempt to contact parents of any pupil who requires hospital attention and for whom an ambulance has been called.