

First Aid Policy



C.E. PRIMARY ACADEMY
(HANDSWORTH)

Approved by:

LAB

Date: December
2020

Last reviewed on:

December 2021

**Next review due
by:**

December 2021

Holy Trinity CE Primary Academy

Vision Statement 2019

At Holy Trinity CE Primary Academy our distinctive Christian values are at the heart of all we do. Our children develop independent curiosity, acquire a life-long appetite for learning and become well-rounded individuals who achieve their full potential, both personally and academically.

“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

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

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. Two members of the staff team are also Paediatric First Aid trained, they are: Sarah Duffy and Abi Jobburns. 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 online accident book.

Accident Book

The accident book is online via Evolve Accident Book. All staff members have log in access. This should be completed for every incident where first aid is administered. Old accident books are stored within the archives. The accident book is monitored on a weekly basis by the Headteacher.

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.

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.