

Pott Shrigley and Bollington St John's
Church of England Primary Schools



Sharing our Gifts and Growing our Talents Together

First Aid & Illness Policy

The Federation has nine first aiders who have completed Paediatric First Aid, two first aiders who have completed Emergency First Aid at Work and twelve first aiders who have completed Emergency Life Support. Both school offices contain details of these qualifications, and names are clearly visible in each school.

In accordance with statutory guidance, the Paediatric first aider will accompany the Reception children on school visits and activities within walking distance of school.

Emergency aiders are nominated to take charge of an emergency first aid situation, in the absence of the First Aider and must have attended an emergency course in the last 3 years. A list of first aiders is kept in the staffroom.

Daily minor first aid situations may be dealt with by emergency aiders. However any employee or any person volunteering to administer first aid will be covered and indemnified under the LA Public Liability Insurance Policy.

Persons administering first aid should wear disposable gloves, if possible, where bodily fluids are involved. An adult witness should be present if tending an intimate part of the body.

Children who feel unwell should be sent to the school office with an accompanying adult explaining the nature of the child's illness. The decision to send an unwell child home will be made by the Headteacher or Senior Teacher. If neither are available the office staff will make an informed decision.

Unwell children must be signed out when collected by a parent/carer.

Children with medical needs must be brought to the attention of the SENCo and teaching staff. Any sensitive issues will be recorded in the Day Book (held in the office).

First Aid kits must be taken on all off-site activities. Where possible an emergency aider will accompany off-site visits.

Location of first aid kits:

St John's

- Lower Cloakroom
- Upper Landing
- Bum Bag (held in kitchen)
- Kitchen

- Dining Area
- Headteacher's room

Sue Roberts/Lucy Jobbins is responsible for checking the contents and replenishing school first aid kits and for ordering resources as and when required.

Pott Shrigley

- School Office
- Kitchen
- School Hall

Mandy Novaki is responsible for checking the contents and replenishing school first aid kits and for ordering resources as and when required.

Accident Procedures

During playtimes and lunchtimes injuries that require first aid treatment should be dealt with in the first instance by emergency aiders, outside if appropriate. For injuries that require closer attention children should be sent to the office where the first aider will be summoned.

During lesson times if no emergency aider is present and the injury cannot be dealt with the child should be sent to the office, accompanied by another child or adult whereupon a first aider will be summoned.

All accidents/injuries must be reported by the person who initially dealt with the incident in the accident book which is located in the school office.

All head bumps/injuries must be reported.

A brief description of the incident should be recorded on the notification form for parents and sent home with the child. Children should be given a sticker to alert adults to the fact that the child has sustained an injury.

If the First Aider believes that the injured person requires medical treatment they will consult with the Headteacher (or nominated deputy) and:

- Arrange for the emergency services (999) to be called if necessary
- Arrange for parents to be informed
- Arrange for the child/adult to be transported to A&E at Macclesfield Hospital by car, taking another adult as driver if parents are unavailable. A Local Authority Health and Safety form should also be completed

Injury/accident books should be monitored to identify recurring incidents which may be prevented if appropriate action is taken.

All staff will be informed of First Aid arrangements and made aware of this policy as part of their induction.

Date: October 2015