



# Pott Shrigley Church School

## Church of England Aided Primary



*Be kind and compassionate to one another, forgiving each other,  
just as in Christ, God forgave you"*  
Ephesians 4:32

## First Aid & Illness Policy

**Approved: November 2019**

**Review date: November 2021**

Pott Shrigley has three aiders who have completed Paediatric First Aid, and one who has completed Emergency First Aid at Work. The school offices contain details of these qualifications, and names are clearly visible around 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. The nearest person with a first aid qualification will attend to any situations 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:**

School Office -Kitchen -School Hall – Staff room – Entrance

Mandy Novacki 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 first 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 of note must be reported by the person who initially dealt with the incident and an accident form completed where necessary (located in the school office).

All head bump 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. Any other injuries can be communicated verbally to parents.

If the First Aider believes that the injured person requires medical treatment they will consult with the Head teacher (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.

### **ADDENDUM : COVID 19 pandemic**

Single use PPE is stored by the front door and in the bar area in a bag.

Each bag contains:

- 1 apron
- 1 pair of gloves
- 1 plastic visor
- 1 face mask

If any child shows signs of the COVID corona virus, JB or first aider will wear the PPE and take the patient outside (if weather suitable) or into the bar area with the doors open.

Parents will be notified and asked to collect child immediately. Parents will collect child from the school gate. If isolated in the bar, the outside access onto the playground will be used rather than the main entrance.

A form will be filled in and copied so that both parents and school can have a copy, detailing symptoms and timings.

Any staff member displaying symptoms will be asked to go home immediately. Classrooms will be evacuated and rooms deep cleaned if anyone using them has displayed symptoms.

POTTSHRIGLY CHURCH SCHOOL  
COVID ALERT

WRITTEN AND SIGNED REPORT TO BE KEPT IN THE OFFICE IN THE  
COVID FILE.

DATE:

NAME:

SYMPTOMS:

PLACE AND TIME FIRST NOTICED:

ACTION TAKEN:

STAFF MEMBER ATTENDING:

SIGNED:

PARENT COLLECTED: