Mill Lodge Primary School
First Aid Policy

Introduction

Mill Lodge Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Mill Lodge Primary School is held by Miss Anneka Duffield, supported by other members of staff who have received Emergency First Aid training and paediatric first aid training. The overview responsibility is retained by Mrs Challender, Headteacher.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

This policy should be used in conjunction with the following policies:

- Medicines in school
- Bumped head Policy to head injury policy
- Intimate Care Policy
- Child Protection Policy

Aims & Objectives

Our first aid policy requirements will be achieved by:
• Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises
• Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid
• Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The Headteacher will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed and that they have the appropriate level of training to meet their statutory obligations.
The appointed people have attended either; first aid at work, paediatric first aid or emergency first aid training with paediatric element.
There may also be other duties and responsibilities which are identified and delegated to the appointed person (e.g. first aid kit inspections). We log the date of first aid kit inspections.
Names and photos of senior first aiders are displayed in key areas around the school.

First Aid Provision
Mill Lodge first aid kit requirements:

- First Aid boxes to be located at key points around the school site (EYFS, KS1 corridor, KS2 wet area, school office, Year 6 classroom, ARC – The Rainbows).
- A first aid kit is also kept in each of the 2 emergency grab bags.

- Travel first aid kits when a trip is arranged (these travel first aid kits are located in the school office).

It is the responsibility of the qualified first aider with support from appointed office staff to check the contents of all first aid kits, replenish the necessary stock and make the Headteacher aware of any potential problems.

Emergency Arrangements

Following an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and instruct a call to be made to either 111 or 999. A member of SLT is to be informed of any such injury to support the decision making process.

The first aider/appointed person should always call an ambulance on the following occasions:

• In the event of a significant injury or head injury
• If bleeding cannot be controlled
• In the event of a period of unconsciousness
• Whenever there is an obvious fracture/break or where this is suspected ad the parent cannot attend
• Whenever the paediatric first aider is unsure of the severity of the injuries
• Whenever the paediatric first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's injury or condition.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents as regularly as possible. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

The person making the phone call asks how long the parent will be and informs them if an ambulance has been called.

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital in the ambulance (and under no circumstances in a staff vehicle) and remain with them until the parents can be contacted and arrive at the hospital. In these circumstances, the accompanying adult must be fully aware of the specific medical (including allergies) and religious needs of the child. The must also have the child's basic details from SIMS (i.e. DOB address, etc)

Consideration to where the parent meets the child on arriving at school should be taken. Staff are aware parents may find an injury or accident to their child distressing and may need time to discuss the event with an adult before seeing their child.

Records

All accidents/incidents requiring first aid treatment are to be recorded with (at least) the following information in the first aid log:

• Name of injured person

• Name of the qualified first aider/appointed person
• Date of the accident
• Type of accident (e.g. bump on head etc)
• Treatment provided and action taken

The **Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013** (RIDDOR) RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

The headteacher is responsible for logging these cases on the LA reporting system, ASSURE.