

# Policy on First Aid, Medication and Safety



(Below is an extract taken from the above policy. The full policy is available from the school office)

## ARRANGEMENTS FOR FIRST AID

The school has trained persons with responsibilities for First Aid. All teaching staff members act in loco-parentis<sup>1</sup> during school hours/activities. There are three First Aid points in the school: Foundation Stage wash room area, school medical room, and the dining hall. Portable First Aid boxes are available at playtime, lunchtime and for visits, sports outside the school building or off-site activities.

## RESPONSIBILITIES OF THE FIRST AID PROVIDERS

The responsibilities of the appointed First Aid provider(s) are: -

- to take charge in the situation where personal injury or illness has occurred and where further medical help is needed
- to ensure that a first aid box is provided and stocked only with designated items
- in cases of serious injury, responsibility of the Appointed Person ends when the patient is handed over to medical care or parent/carer

No attempt to move an injured person will be made until appropriate examination and an assessment has been completed. Minor injuries may be treated on a self-help basis or by any members of staff in loco-parentis.

## REPORTING PROCEDURES FOR ACCIDENTS AND INJURIES

### Accidents/injury to staff or visitors

Any accidents involving staff, visitors or parents must be reported to the school office immediately.

### Accidents/injury to pupils

- All accidents must be entered in the pupil accident report book by a staff member and any serious injury or accident must be reported immediately to the Headteacher or the SLT (school leadership team) member in-charge.
- Any head and other serious accidents will be reported to the parents by way of a note sent home with the child, or in serious cases, a phone call will be made to the parents or next contact on the child's record card at the earliest opportunity.
- Serious injuries will be reported immediately to the person in-charge of the school building. The person in-charge will take appropriate actions for reporting the accident to the Local and other relevant Authorities.

## IMMEDIATE ACTION

Necessary medical attention must be given as first priority and the safety of all ensured. An ambulance should be called for anyone requiring hospital treatment. However, the Headteacher or the SLT member in-charge must be consulted before a child is sent home due to illness or ill-health.

## PROCEDURE FOR RECORDING AND REPORTING ACCIDENTS AND INJURIES TO PARENTS & CARERS

Any head injuries or major incidents must be reported to parents via a note sent home with the child, and verbally at the end of the day. Depending on the circumstances and the severity, a telephone call to the parent (or next contact on the list) is to be made immediately. Major accidents/incidents include:

- Badly bumped heads, e.g. heavy bruising, headache, distorted sight
- Possible fractured/broken bones
- Severe cuts or external bleeding
- Asthma attacks (not normal)

Minor accidents are not normally reported to parents (but may be recorded) and this include:

- Grazed knees, elbows, etc.
- Complaints of minor stomach-ache or headache
- Minor injuries to limbs
- Twisted ankles
- Normal nosebleeds
- Other injury assessed to have no major impact on child's well-being

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<sup>1</sup> When parents send a child to school they delegate their authority to the teacher (so far as is necessary for the child's welfare and so far as is reasonable to maintain discipline) both in the interests of the school as a whole and (above all) of the individual child. Therefore, a teacher supervising a child in all school activities has overall responsibility for her/his health and safety and is said to act 'in loco parentis'. The teacher is expected to apply the same standard of care as would a 'reasonable parent' acting within a range of reasonable responses.