



**Ravenscroft  
Primary School**  
Explore. Achieve. Fly.

## FIRST AID POLICY

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

### Definitions

'First aid' means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

'First aider' means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

### First Aid Training

All First Aiders must have completed a training course approved by the Health and Safety Executive (HSE) including paediatric first aid. All designated first aiders must re-qualify every 3 years. A list of qualified first aiders is available in the school Inclusion office.

### First Aid Provision

- EYFS, KS1 and KS2 have basic First Aid supplies located near the playgrounds.
- Fully equipped First Aid boxes in case of emergencies are located in key areas around the school.
- Every classroom has a container of basic first aid supplies.
- Travel First Aid bags are available from the school Inclusion office for Educational Visits.
- An extended range of first aid supplies are located in the office.

It is the responsibility of staff to check and refill on a regular basis as follows:

Class teachers/ support staff	-	class kits
First Aiders	-	green First Aid boxes, First Aid supply boxes
Safeguarding Officer	-	Inclusion office First Aid supplies

### Educational Visits

The school has first aid pouches for use on educational visits which must be taken for every visit. Staff should also take with them a list of the medical needs and necessary medication required for their pupils and be familiar with the pupils and their medical needs.

Travel First Aid bags should be refilled on their return if they have been used.

### Minor Incidents / Pastoral Care

All members of staff are required to deal with minor injuries such as small cuts, grazes and bruises. Written guidelines are available for all staff.

Children should not be sent to a first aider unless there is a cause for concern.

Playtimes:	TAs on duty (if no TAs, teachers to cover)
Lunch time:	Midday supervisors
In Class:	Support staff in class, teacher or support staff in neighbouring classrooms

## Significant /serious injuries

Children should be sent to a first aider for significant /serious injuries:

Head injuries (not headaches)  
Heavy bleeding – cuts, nosebleeds etc.  
Severe vomiting  
Sprains

Suspected fractures (only if sensible to move the child)  
Distinctive rashes

In the event of an accident involving a child, where appropriate, it is our policy to notify parents/ carers of their child's accident if it is considered to be a serious (or more than minor) injury and / or requires attendance at hospital or further medical advice.

## Calling the emergency services

In the case of major accidents or illness, it is the decision of the First Aider in consultation with the head teacher/SLT if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school.

A Staff member must stay with the child until the parent arrives. Should the parent not be available then a member of staff will attend hospital with the child. Contact should be made with the parent to explain what has been done and for the parent to meet the member of staff and child at the hospital. The member of staff should be contactable either by mobile phone or message to the school office regarding their whereabouts or an up-date of the situation.

## Record keeping

Incidents should be recorded where appropriate:

- EYFS – classroom First Aid folder or First Aid incident folders in KS 1 hall
- KS1 & 2 serious injuries / incidents - First Aid incident folders in Learning Zone
- Significant injuries – Incident slips in black folder in Inclusion Office / KS1 hall
- Major accidents or injuries should be reported to the Safeguarding Officer

Staff injuries (including volunteers, part-time, temporary, agency or self-employed persons working on site)

All accidents and injuries should be reported to the Safeguarding Officer and recorded on a paper copy of the LBN incident form. Any other recording of the incident will be advised by the Safeguarding Officer / Inclusion Team / SLT.

The following documents have been taken into account in the production of this policy:

Guidance On First Aid For Schools DfE updated Feb 2014

Newham Standard Procedure SP022 First Aid in Schools and Other Educational Settings

Newham Standard Procedure SP137 Accident, Assault, and Incident Recording and Reporting Arrangements

This policy was agreed : October 2016

Policy to be reviewed by: October 2018

Appendices (separate to policy):

- First Aid notes for staff
- Ravenscroft Accident Reporting flowchart