# COLLEGE ROAD PRIMARY SCHOOL

College Road
Primary School

# First Aid Policy

**Our Statement of philosophy**

**Learning together to be the best we can be**
**Opportunities Achievement Creativity**
**Our children are the heart of our school. We provide a safe, happy environment in which children feel valued, nurtured and encouraged to persevere to reach their full potential and find their place within the world.**

**First Aid in School policy**

*Rationale* : To establish a coherent approach towards accidents and First Aid within school.
To help ensure the healthy well being of staff and pupils.

*Purposes* : To ensure all staff are fulfilling the legal requirement in regard to the reporting of accidents.

To put into practice the LA requirements on aspects of First Aid.

To ensure all staff are aware of the First Aiders within School.

To ensure that all staff are aware of how to deal with minor accidents.

To ensure that all staff are aware of the position of First Aid boxes and equipment.

To help prevent the deterioration of the condition of any patient.

To ensure that all staff are aware of the contents of a First Aid box for School Trips and have some basic knowledge of their use.

*Guidelines* : Be aware of basic hygiene procedures
- wash hands
- use gloves when dealing with wounds, vomit, urine etc.
- do not touch wounds etc.

First Aiders within School are:
Miss T Wills
Mrs A Blom
Mrs R Coy
Mr G Macleod
Miss G Coker
Mrs K Winchester
Mrs N Dixon
Mr D King
Mrs N Ball
Mrs Z Pattenden
Mr C Weeks
Miss L Corbett

These members of staff should always be called upon in the first instance.

The majority of the rest of the TAs and teachers have had some '1 day' first aid training in emergency paediatrics too.

Consult First Aider if:
- any assistance is needed
- there is any question of broken limbs etc. (do not move patient)
- if you consider the child might be shocked
- the child bumps his/her head

Keep an up-to-date list of children with specific medical problems and how to treat them in an emergency.

No child should deal with another child's injury.

A child can deal with his/her own minor injury.

All injuries requiring treatment, whether to children or adults, must be recorded using the appropriate forms.

All injuries requiring overnight hospital care or broken limbs should be reported to Plymouth City Council on Form BR41.

A First Aid box taken on a School trip should contain the following items: 2 medium dressings, 1 sterile eye pad, 10 individually wrapped plasters, 1 triangular bandage, 2 large dressing for a serious wound, 2 safety pins, mediwipes (or similar), scissors, tweezers, (made sterile if possible), water.

If any child requires Medical Aid contact with the parent/guardian should be made as soon as possible.

If parental transport is not available telephone for ambulance or take child to hospital in staff private transport, if sufficiently insured, and accompanied by a first aider.

If child feels unwell within the classroom staff will use knowledge of the child and common sense to determine immediate procedure. Consult First Aider if unsure. Obviously if child is definitely unwell parents will be contacted. Otherwise sit child in quiet area to see if situation improves.

Ensure that all, except minor incidents, are reported to parent using school first aid form.

If a pupil sustains a head injury the first aider will inform the pupil's teacher and a note to that effect goes home.

Administration of Medicines:

All administration of medicines will be carried out in accordance with the 'Administration of Medicines in Educastional Establishments' guidance published by PCC in April 2008.

Pupils who have medication may have the medication administered in school if the parent has completed an 'Administration of Medicine" form. The first aider will normally be the person to administer the medication.

Inline with recent regulations, the school now keeps emergency blue inhalers and spacers. All children who have been diagnosed with asthma can be given an emergency inhaler as required, if parental consent has been given.

Medicine, to be taken home, will not be given to any child but it can be collected from the school office at the end of the school day.

The person administering medication will complete an 'Administration of Medicines' form.

Defibrilators:

Should anyone require resuscitation, one defibrillator is situated to the right of the photocopier and the other is behind the office door. Both can be used by any of the defibrillator trained first aiders.

November 2025