

# Beardall Fields Primary and Nursery School

## First Aid Policy

### Aim:

The aim of this policy is to ensure that all teachers, parents and children know how we respond to first aid issues in school.

### First Aiders in School:

All children who require First Aid in school will be looked after by a trained First Aider. Within school, we have a number of staff with First Aid qualifications, ranging from Paediatric First Aiders to Workplace First Aiders.

List of staff and qualifications and expiry dates:

<b>Staff Member</b>	<b>Qualification</b>	<b>Date of Qualification</b>
Lisa Mather	First Aid at Work	May 2017
Karen Lea	Emergency First Aid at Work	September 2017
Debra Straw	Paediatric First Aid	June 2018
Emma Dear	Paediatric First Aid	May 2018
Elizabeth Laverick	Paediatric First Aid	June 2017
Paul Pearce-Burton	Paediatric First Aid	November 2017
Lyndsey Gething	Paediatric First Aid	April 2016
Linda Russell	Paediatric First Aid	April 2018

### **Teaching Staff Defibrillator Trained – September 2018**

Katherine Collins
Suzanne Stoddart
Gail Gladwin
Debbie Menevse
Rebecca Ottley-Whiles
Diane Howarth
Christina O'Leary
Lauren Bird
Stuart Drayton
Andrew Marshall
Wayne Sellers
Ellie Cliffe
Paul Pearce-Burton
Kirsty Hutchinson
Elizabeth Downs

### **Administering First Aid:**

Even where risk assessments which have been carried out, as in all schools, children may encounter incidents which require First Aid. All incidents will be dealt with by a trained First Aider.

### **Recording of First Aid Incidents:**

All incidents where First Aid has been administered, will be logged on Scholarpack by a member of the office team, stating the name of the child, name of First Aider involved and brief description of the incident. It is the responsibility of the person who has carried out the First Aid to ensure the details are passed to the office.

### **Informing Parents:**

#### **EYFS**

Children in Nursery and Reception will be informed of any First Aid as they are handed over at the end of the session/day, unless a phone call is necessary.

It is unmanageable to inform parents of every bump, scrape, grazed knee or elbow, **but all of these will receive First Aid and will be recorded but parents will not be contacted.**

**Parents will be telephoned** for any bump to the head/face, or to any other injury to the head or face, eg a mark on the face etc, scratch. Where a parent does not answer the telephone, a text message will be sent to the parent.

**Parents will be telephoned immediately** if an accident occurs at school which requires a more senior First Aider to deal with the situation.

Where it is deemed necessary, 999 will be called and parents contacted immediately. Where a child requires a visit to hospital and a parent cannot be contacted, a member of staff will accompany the child.

### **Policy Review:**

To be reviewed annually

September 2018

