**Brockhampton Primary School**

**First Aid Policy**

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| **Policy Adopted**  | **February 2020** |
| **Minutes Reference** |  |
| **Date of Next Review** | **February 2023** |

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| **Signature of Chair of I.A.B:** |

**Policy Statement**

At Brockhampton Primary School we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

**Aims**

•To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users;

•To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises;

•To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits;

•To establish and maintain safe working procedures amongst staff and pupils;

•To ensure that all medicines are stored safely and administered according to instructions received from parents and doctors;

•To develop first aid awareness amongst staff, pupils and other supervising adults.

**First Aid Provision**

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Brockhampton currently (May 2017) have --------Emergency First Aid Appointed Persons and -------- Paediatric First Aiders. Their names are listed in the School Office.

The number of first aid personnel is sufficient to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for breakfast club and after school clubs and activities. People using the school site for evening and weekend lettings are responsible for ensuring their own adequate first aid provision.

Brockhampton first aid needs are reviewed on an annual basis particularly after any changes, to ensure the provision remains adequate. We currently have:

* First Aid stations in EYFS, KS1, KS2 and the main school office;
* A First Aid kit is taken on all school visits which is located in the school office. A First Aider accompanies classes on all school visits.
* Brockhampton First Aid Lead will ensure that the first aid rota is up to date and must make sure the boxes are replenished as soon as possible after use.
* The School Business Manager, will authorise the ordering of supplies.

**First Aid Boxes**

First aid boxes are placed in clearly identified accessible locations around school and are fully stocked with suitable first aid materials.

**Recording and Reporting First Aid Treatment**

All accidents that require treatment are recorded in an accident book recording the following information:

* Person’s Name
* Date
* Class
* Injury Treatment
* Teacher informed
* Signature of First Aider

There are accident report books in the following locations: EYFS, KS1, KS2 and the main school office.

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher of who will decide on further action, including the completion of an “injury or dangerous occurrence report form.” These forms are sent to the Local Authority. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form.

**Informing Parents**

The parents will be telephoned in the event of any serious head injury. If an ambulance is called in any other circumstances the professional judgement of the paediatric first aider is sought immediately. In the event of a head bump, the parent is contacted and a form is sent home with child identifying head bump. The pupil is also identified to others by the attending First Aider.

In the event of a serious accident, the School Administrator will contact the ambulance service and request an ambulance. The child’s parents will be informed as soon as possible. Two members of staff will accompany the child to hospital if their parents are not available.

The following list of staff that are emergency first aid trained. This also includes Paediatric first aiders:

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| **Name** | **Level of Qualification** | **Location** | **Date of training review** |
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