ST BEDE C OF E PRIMARY
MULTI ACADEMY TRUST

First Aid Policy

At St. Bede all staff are responsible for the children in their care. As a result of this, first aid can be administered by any member of staff when necessary. If a more serious incident takes place a qualified first aider (Mrs A. Umar) or (Mrs C Breen) should be sought. If an adult is in need of first aid this should only be given by the member of staff who holds the 'First Aid in the Workplace' qualification (Mrs A. Umar or Mrs C Breen)
Three senior members of staff are trained in attention to the Central Venous Catheter.

Procedures

First aid boxes are available throughout the school. It is the staff's responsibility to know where these are located. If an item in the first aid box is used by a member of staff, then it should be replaced immediately. The contents will be checked weekly by a designated first aider. The boxes contain various sized plasters, bandages and dressings, as well as gloves to avoid cross contamination, hand gel (non-alcoholic), a handbook, safety pins and ice packs.

In the classroom, minor incidents will be dealt with by the class teacher or teaching assistant. During playtime or dinner time, children will be escorted to a designated first aid area for treatment. All open wounds should be covered by a plaster or sterile dressing, unless otherwise stated on the child's medical forms. In incidents of a more serious nature, the casualty will not be moved (unless in immediate danger) and assistance will be requested from a qualified first aider, who will administer the necessary treatment. If an ambulance is required they will also make this decision. In all cases of serious injury a parent/carer should be contacted.

Children suffering from asthma keep their own inhalers in their trays for immediate access should the need arise. Nebulisers are kept centrally in the first aid boxes.

Accident forms/accident book

All injuries which require treatment should be recorded in an accident book by the adult who has administered the first aid. A first aid slip should be filled in and given to the class teacher to send home with the child. A member of staff should also inform the parent/carer at home time. In the event of a serious injury, a yellow accident form should be completed and signed by the first aider, any witnesses and the child's parent. In the event of a head injury, a parent should be informed immediately by telephone and a decision made whether the child should remain in school.

School trips

Every precaution is taken with regards to safety on any school trip. A travel first aid kit should be carried by at least one member of staff at all times and a risk assessment will be completed prior to the visit. If a child requires specific medication due to an ongoing condition, this will also be carried by the designated first aider. A first aider should always be present on all school trips.