



# Brereton C of E (A) Primary School



## First Aid Policy

### **Philosophy**

We believe that our school has a duty of care to adults and children to provide good quality first aid provision. Clear and agreed systems ensure that all children and adults are given the same care and understanding, in our school.

### **Aims**

At Brereton C of E (A) Primary School we aim

- To ensure that appropriate first aid arrangements are in place.
- To ensure that designated members of staff receive the appropriate training.
- To ensure additional members of staff have received appropriate training for Early Years pupils.
- To record each incident and maintain confidentiality on paper or Prime.

### **Practice**

#### **First Aid Training.**

All our First Aid members of staff are part of a rolling program to ensure the practices and procedures are up to date. An up to date list of employees who have undergone training is displayed in the Foundation and Key Stage One corridor on the First Aid station.

#### **First Aid Equipment**

The First Aid station and First Aid Bags are checked and replenished. Periodically checks are made to ensure any out of date items are removed.

#### **Accident Procedures**

During playtimes and lunchtimes should an incident happen that requires first aid treatment will be dealt with by one of the nominated First Aid members of staff. Should a major incident happen at lunchtime, assistance can be requested via a Walkie Talkie system and two First Aid members will attend.

To ensure safety all persons administering first aid should wear disposable gloves where bodily fluids are involved. During lesson times pupils should be sent to the office for appropriate colleagues to deal with.

All bumps/injuries should be recorded on the incident report form and should the incident involve a bump to the head a bumped head letter should be completed and sent home with the child. If a bump to the head/face is obvious a phone call home to inform the parents will be made.

If a pupil has an incident that requires hospital treatment the school will in the first instance contact parents, should we be unable to contact them a member of staff will accompany the pupil to hospital. If a pupil requires immediate hospital treatment school will call for an ambulance and a member of staff will accompany the pupil. A member of staff will continue to try to make contact with the parents. All incidents that require hospital treatment are reported onto the Prime system. In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the collection of their child.



## *Brereton C of E (A) Primary School*

*Attached to this policy are copies of the Incident Report Form, Bumped Head letter and a request to administer medication.*

*This policy should be read in conjunction with the following relevant policies:*

*Administration of Medicines*

*This policy was ratified by the Governors on 8<sup>th</sup> June 2016*

*This policy will be reviewed on 8<sup>th</sup> June 2018*

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# *Brereton C of E (A) Primary School*

*Headteacher Mrs SJ Riley*

Date:

Dear Parents

Your child \_\_\_\_\_ has today received a bump to the head. A cold compress was applied to the head and was monitored for the rest of the day.

Please monitor your child for the remainder of the day and should your child exhibit the following signs.

Lethargy, sleepiness, feeling unwell, slurred speech

please seek medical advice.

Yours sincerely

Mrs SJ Riley  
Headteacher



## INCIDENT REPORT FORM

Name:

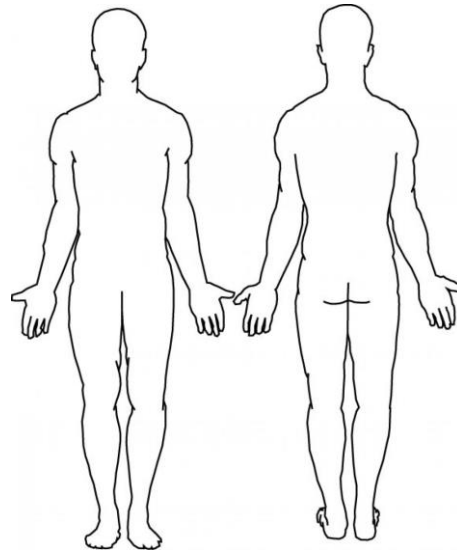
Date:

Time:

Place accident happened: KS1 Corridor  Classroom  Hall  KS2 Corridor   
Playground  Trim Trail  Field  Other \_\_\_\_\_

What happened and type of injury:

Please indicate site of injury:



First aid given:

Cleaned and dressed.

Cold compress applied.

Bandage applied.

Sling applied.

Irrigation.

Other, please specify \_\_\_\_\_

Bumped head letter.

Parent informed.

Prime reported

First Aider Signature:

**N.B: Please ensure you tell the child to take care and inform their teacher if feeling unwell and list any control measures taken.**