



# FIRST AID POLICY

February 2018

## **FIRST AID POLICY**

### **AIMS**

- To provide adequate First Aid provision and Medical Care for pupils and Academy personnel.
- To have in place qualified First Aid personnel.
- To have in place adequate First Aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.

### **STRATEGY**

#### Identification & Awareness

- Parent/carers must inform The Academy if their child's medical condition may be a cause for concern. This takes the form of the submission of a medical awareness form which the parent/carer completes on the child's entry to The Academy; this details prevailing conditions, past conditions or operations carried out on their child which may have a long term effect on that child, any allergies they might have and the contact details of the child's doctor.
- Parent/carers also have the responsibility of informing The Academy of any health condition or consideration that becomes apparent after this form has been completed and filed, so that these details can be added to the form.
- Academy personnel are suitably trained in identifying pupils where a medical condition may be developing.
- Academy personnel will report any concerns they have on the medical welfare of any pupil to the SENCO.
- A list of all children with allergies and medical conditions is kept in the First Aid room and other appropriate areas deemed necessary.

#### Training

- All nominated personnel undertake regular certified training in First Aid, the administration of medicines and awareness of medical problems in pupils.
- A record of trained personnel is kept on The Academy's management system SIMS and updated regularly.

#### Administration of Medicines

- A recognised procedure is in place for the administration of medicines for pupils.
- Any Child who needs to be medicated 4 times a day, the school agrees to administer one dose.

- The Academy will only administer medicines prescribed for a particular child if it is in a container clearly marked with the child's name, date of birth and dosage.
- Medicines are kept in a lockable marked First Aid cupboard kept in the First Aid room or in the case of medication requiring refrigeration in a fridge in a room next to the First Aid room to which the children do not have access.
- The member of staff who administers the medicine completes the medicine log stating child's name, medicine name, dosage, time and date of administration and initials entry.
- Medicines and equipment which may be used on a fairly regular basis, i.e. asthma pumps, eczema creams, etc., are labelled and stored in named containers kept in the First Aid room.
- Bumps and grazes are dealt with by the majority of first aiders. However more serious injuries will need to be dealt with by a 3 day first aider.
- All first aiders are aware of the location of pertinent equipment and all take a collective responsibility for ensuring adequate provision is available at all times.
- In the event of injury/soreness in an area of the body that could be described as intimate, 2 or more first aiders **must** be present.

Details of the children's injuries are entered into the accident book which is kept in the First Aid room. A separate book is used during lunchtimes.

Bump notes are issued as required to inform parents if a bump to the head has been sustained by a child. A courtesy call may also be made if it is felt necessary to allow parents to attend and make their own judgement on any further action they may deem necessary.

If we feel the child needs hospital attention and we are unable to get in touch with any of the given contacts for that child, a member of staff will accompany the child to hospital and remain until a parent or carer arrives.

Policy reviewed: February 2018

Head Teacher: \_\_\_\_\_

The Academy of Woodlands Director: \_\_\_\_\_