



## FIRST AID POLICY

- It is the intention Colston Bassett School recognises that it is a statutory requirement for an employer to make adequate first aid provision for all employees. In this school it is recognised that the provision should cover all staff, pupils and visitors.
- The school's policy will follow HSE and DofE guidelines ensuring that we have an appointed person and staff with emergency first aid training. To comply with the statutory framework for the Early Years Foundation Stage, we have four staff members (**Mrs Caroline Newcombe, Mrs Claire Smith, Miss Holly Farmer and Miss Abigail Hutchings**) who have all undertaken the 12 hour Paediatric Emergency First Aid Training, renewable every three years.
- Our first aid kits are in clearly marked cases – one in the lobby of the main school building and a second in the school office. There is also a first aid bag which is taken on any off-site activities. They all:
  - Comply with the Health and Safety (First Aid) Regulations 1981;
  - Are checked regularly by the Office Manager and re-stocked as necessary;
  - Are easily accessible to adults.
- At the time of admission to the school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- In the event of a pupil feeling unwell during a lesson, a member of staff will log the details of any telephone call made to a parent, guardian or carer in the telephone log book.
- In the event of injury or medical emergency, the Headteacher should be advised as soon as possible.
- The school has clear guidance on what levels of injury are to be treated at school and when it is considered an emergency and an ambulance needs to be called:
- **Examples of injuries/illnesses that will be treated at school:**  
Superficial wounds and minor cuts, bruises, grazes, scrapes and symptoms due to coughs and colds.
- **Examples of injuries/illnesses that require a parent to be contacted to collect their child:**  
High fever;  
Ear Pain;  
Pain in the abdomen;  
A headache that won't go away;  
A rash to the body;  
Vomiting and diarrhoea;  
Mild allergic reactions;  
Suspected sprain or broken bone.
- **Examples of illnesses/injuries to a child that will require an ambulance to be called:**  
Difficulty in breathing;  
A change in mental status, such as suddenly becoming unusually sleepy or difficult to rouse, disorientated or confused;  
A cut in the skin that is bleeding and won't stop;  
The child has a stiff neck along with a fever;  
A rapid heartbeat that doesn't slow down;

Ingesting a poisonous substance;  
If a child has had more than a minor head trauma.

- In the event of an accident occurring in a lesson or on-site activity, the teacher in charge is responsible for entering details on an Accident Sheet (kept in the Accident File located in the school office).
- Should a child incur a minor bump to the head and will later attend an after school club, a letter will be sent home to inform the parents.
- If it is necessary to send anyone to casualty, they will be accompanied by a member of staff if the parent/guardian has not arrived at school in time to accompany their child. The School Directors will be contacted so they are aware of the circumstances.
- All appropriate precautions will be taken when clearing up after an incident involving blood, vomit etc. The appropriate materials (i.e. disposable gloves) can be obtained from the first aid kits or the cleaner's store. Staff **must** wear disposable gloves at all times when cleaning up after any incidents involving bodily fluids.

POLICY REVIEWED AUGUST 2018