



First Aid Policy

Date written: December 2021

Date agreed:

Date for review: December 2023

Name: Mrs. Anna Fisher

Date: 2nd December 2021

Signed:

At Trinity Partnership we provide the very best possible care for pupils and staff.

1. A full list of appointed persons for First Aid must be clearly displayed in;
 - a. The front office
 - b. The staff room
 - c. The first aid areas in each school

They are responsible for:

- a. ensuring training needs of staff are met,
 - b. checking first aid equipment and supplies,
 - c. ordering first aid equipment and supplies,
 - d. ensuring Health & Safety procedures are followed,
 - e. ensuring accident reporting procedures are followed.
2. Staff with First Aid Training
 - a. Teaching Assistants
 - b. Midday Supervisors
 - c. School Secretary
 3. Location of First Aid equipment

First Aid boxes and accident record files are kept in the following locations:

 - a. Duchy:
 - i. School Office
 - ii. Reception Class
 - iii. Disabled toilet
 - b. Norman:
 - i. School Office
 - ii. Next to sink near back door
 - c. Weeting
 - i. Classroom
 - ii. Owl Room
 - iii. Pupil accident report sheets are in kept in the pupil files

4. Procedures
 - a. Plastic gloves are to be worn when dealing with all incidents.
 - b. Bloods/soiled dressing and used gloves should be disposed of in the sanitary boxes in the staff toilet.
 - c. Wounds should be cleaned with water and antiseptic wipes and the wound dressed with an appropriate sterile dressing and pressure pad, if needed, to prevent infection.
 - d. Cotton Wool should not be used in cleaning wounds since it is not sterile and could cause infection.

5. Minor accidents/incidents

The class teacher should be informed and the child given a 'First Aid Sticker' to take home. First Aid form filled in and forwarded to school secretary to be placed in Pupil file.

6. Suspected COVID Cases
 - a. Where a child shows any COVID symptoms they must be moved directly to the designated isolation room.
 - b. Parents will be notified and asked to collect the child as soon as is possible.
 - c. Where appropriate PPE will be used by the staff member who is supervising the pupil.
 - d. PPE will be available in all designated isolation rooms.

7. Head injuries
 - a. Parents to be informed by 'Bumped Head Sticker' and completed red form and/or by telephone depending upon severity.
 - b. The accident should be recorded in the accident book and the child given a red Head Injury Form'.
 - c. In severe cases, parents are encouraged to collect their child from school. If the injury is severe, a Health & Safety Incident Report form should be completed. The original form should be forwarded to the school secretary and a copy is to be kept in pupil file.
 - d. The class teacher should always be informed.

8. Major accidents/incidents
 - a. More serious accidents should be recorded in the First Aid Record book and a Health & Safety Incident Report form completed.
 - b. The original form should be forwarded to the school secretary and a copy is to be kept on file.
 - c. Parents/Carers are to be informed immediately.
 - d. DEMAT should also be informed of these incidents.

9. Educational visits and Offsite Activities
 - a. Classes leaving the school premises take a First Aid box, a sick bucket containing essential cleaning aids, pupils' water bottles and pupil medication as required.
 - b. The school mobile phone should also be included in your kit.
 - c. A person trained in First Aid should accompany the children on the visit.

10. Dealing with Emergencies
 - a. In an emergency, a person trained in First Aid will attend to the casualty and an ambulance will be called for without delay.
 - b. The parent will then be contacted.

- c. If a child needs hospital treatment in a non-urgent situation, the parent/carer will be contacted to accompany the child to hospital. If the parent/carer cannot be contacted, then a member of staff will drive the child to hospital. The child should be strapped into the back seat, using a booster seat if required, and another member of staff should sit in the back with the child.
- d. Every attempt to contact the parents/carers will be made by the school.

'A cord of three strands is not easily broken' Ecclesiastes 4:12