



The Southfield Trust First Aid Policy

Including ESCC Adopted Policies and Guidance.

The Trust has adopted the ESCC Policy for First Aid

This policy should be read alongside the Trust Health and Safety Policy

The named first aiders for the school are published in school on the office notice board on each school site.

First aid boxes are kept in all rooms. The First Aid Coordinator in each school provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. All first aid boxes are checked on a monthly basis. The names of the first aiders are clearly labeled and displayed in all rooms and corridors around the school.

Parents/carers will be expected to inform the school if their child has an allergy, any medical conditions, any need for medication and a list of any such children will be kept and displayed. Procedures and documentation are clearly displayed for all first aid trained staff.

All injuries which come to staff attention, no matter how slight, should be recorded on the minor injuries form and/or County Council's on-line incident reporting system.

In case of doubt as to whether or not a child's parent/carer should be immediately alerted, contact the Head of School or in their absence a senior manager. Err on the side of caution. In the event of an accident, if the parents/carers (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

First Aid Personnel

Within the Trust we have enough personnel trained in first aid in line with the risk assessments. The provision required is 2 designated first aiders on site and 4 Emergency First Aiders at Work (EFAW). Many other members of staff within each school are also first aid trained by attending the one day first aid course. These members of staff are known as an Emergency First Aider at Work (EFAW). An EFAW is an adult who will take control in a situation when a first aider is not available and holds a current one day First Aider at work Certificate. It is stated in the guidance for first aid that EFAW's have less training than a designated first aider and therefore should be called upon in the absence of a first aider. It is the responsibility of **all members of staff** to be aware and able to fill out forms correctly. An EFAW should be involved in controlling an emergency event.

Refresher training is required every 3 years although it is recommended that designated first aiders have an annual refresher and where possible a three hour refresher annually for EFAW's.

First Aid: *Procedures and Documentation*

. Check for allergies, medical conditions etc.

A) Injuries such as cuts, grazes, bruises, head bumps etc.

After treatment:

- Fill in a page of the Green EUREKA Pupil Accident Book
- Fill in a First Aid Letter (found in the Green ring binder). Make a photocopy and place in the wallet folder in the draw in the first aid room. Send original home with the pupil.
- **n.b.** If head has been bumped (eg. accident or fit) and hospital treatment is not necessary, then must fill in Head Injury Bump Letter . Make a photocopy and place in the wallet folder. Send original home with the pupil.

B) Illnesses, fits, nose bleeds etc. (non-accidental)

After treatment:

- Complete a record (Illness Record and other non-accidents (fits) etc.). Include date, time and description.
- Fill in a First Aid Letter Make a photocopy and place in the wallet folder. Send original home with the pupil. If the incident is a fit then it is policy that we phone parent as well.

C) Administration of Medication including Inhalers and non prescription drugs

- Check pupil's name against list to ensure medication not already administered.
- Medication can only be administered if clearly labeled by prescriber (not acceptable by the parent/carer alone) and if a drugs administration form has been completed by the parent and dated.
- Administer medication as appropriate to the label/instructions - if any doubt or uncertainty on protocol then contact Linda Hughes. No label – NO Administering!
- Record the administration in the administering medication folder. **Two sheets must be filled in and signed by two people.**