

**Hampton Vale
Primary Academy**



First Aid Procedure (Appendix to MAT Policy)

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1.0 Arrangements

- 1.1 At Hampton Vale Primary Academy we endeavour to provide the best possible care for our pupils and many of our staff are First Aid trained to deliver this care.
- 1.2 Staff must treat each child with sensitivity and have empathy towards parents/carers.
- 1.3 The First Aid room is found in the main school office. There are trained first aiders that work in the office as well as across the school.
- 1.4 During play and lunchtimes there are numerous first aiders on the playground with first aid supplies.
- 1.5 During lesson time children that require first aid will either be treated in the classroom by a first aider using the first boxes located in each year group or where required directed to the office for treatment.
- 1.6 Names of all first aid trained staff can be found on google drive and in the main first aid room.
- 1.7 Care plans are monitored by the Inclusion Lead. There is a folder in the first aid room with all care plans, and a copy is also given to the Class Teacher.
- 1.8 During move up the current class teacher should pass any information to the new teacher including the copy of the care plan. If a new plan is required the Inclusion Lead liaises with the parent(s) and school nurse.
- 1.9 Classrooms have any inhalers for children requiring these and any other medication is stored as per the care plan. This may be in the first aid room or the classroom dependent on the needs of the child.
- 1.10 First Aid equipment is found in the First Aid room and also in First Aid boxes around the school. Lunch staff also have first aid bags which are stored in the first aid room.
- 1.11 First Aid packs are located in each year group.
- 1.12 Where applicable medication boxes are kept in every classroom with a list of up to date medical conditions, this box goes with the class to all areas of school e.g P.E, Art, Drama etc.

2.0 Procedure

2.1 Clean hands and wherever possible gloves must be used when dealing with all incidents.

2.2 Minor incidents should be dealt with efficiently and logged, child should then be returned to playground or classroom when possible and practical.

2.3 Head Injuries are dealt with appropriately. Should the head injury be serious then NHS 111 will be called to seek advice over any action that needs to be taken.

2.3 All head bumps are reported to parents/carers with a phone call.

2.4 All first aid given is logged on CPOMS and all children are given a sticker informing their teacher and parent that they have received first aid.

2.5 Any incident that involved school property or items are reported to the Site Team for inspection.

2.6 An up to date list of children's medical conditions is kept in the first aid room. All medical conditions are also entered on Scholarpack on the child's record.

3.0 Offsite Activities

3.1 Classes leaving school premises should take a First Aid Kit and a sick bucket with essential cleaning supplies.

3.2 A designated trained First Aider (named on the risk assessment) should accompany the children.

3.3 A list of all medical conditions is sent electronically to classes before the trip by the office staff.

3.4 Waste Disposal

Urine, faeces and vomit should be eliminated or discarded in the toilet in the usual way. Blood soiled wipes and dressings should be disposed of in an appropriate bin.

4.0 Monitoring

4.1 If for no other reason, this policy will be reviewed in three years.