



Barrow CEVC Primary School

Inspire, Create, Discover, Together

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Headteacher: Mrs H Ashe BA (Hons)



First Aid Policy	
Originated by:	Helen Ashe
Reviewed by:	Nadine Fairweather
Review date:	October 2022
Distributed to:	All Staff
Distribution date:	November 2022
Adopted at Governors' Meeting	November 2022
Signature of Chair of Governors:	
Next review date	October 2023

National Teaching School
designated by



National College for
Teaching & Leadership

The school follows government guidance regarding First Aid in Schools, early years and further education. Updated guidance was issued in February 2022.

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>.

First Aid Equipment

- The first aid kits are located in each classroom.
- Additional kits and supplies can be found in the cupboards in the adult cloakroom
- Cupboards containing First Aid kits are clearly marked with a green cross.
- All First Aid equipment is clearly labelled.
- When items need replacing Nadine Fairweather is to be informed and an order form will be completed and given to office staff to order.

Identification of First Aiders and Training

- Miss Fairweather and Mrs Woodland are the two members of staff in the school responsible for First Aid.
- Mental Health First Aider – Mrs Woodland
- A list of members of staff holding a current First Aid in the Work Place certificate can be found in the school office.
- Posters around the school highlight individual staff members who hold a current Paediatric First Aid certificate.
- A member of staff holding a current Paediatric First certificate will be onsite at all times, including during after school provision.
- All staff attend regular First Aid in The Work Place Training.
- Key named staff complete Paediatric First Aid Training to ensure cover at all times of the school day and all days of the week.
- Paediatric First Aiders : Joanne Woodland, Nadine Fairweather, Rebecca McLachlan, Heeyoung Barrett and Philippa MacMillen

Accidents

In the case of a pupil accident, the procedures are as follows:

- The member of staff on duty calls for a first aider; or if the person can walk, takes him/her to a first aid post, outside the Headteacher's office and calls for a first aider.
- If the child cannot be moved and assistance is required; a nominated child will take a message to the front office to raise the attention that assistance is required. The administration staff will be aware of which first aider is available to assist and will expedite support to the casualty as fast as possible.
- The first aider administers first aid and records the details on the child's individual First Aid record on Evolve Accident Book.
- An email will be sent to parents informing them of the place of the injury.
- Parents will be informed by the class teacher, or Headteacher, of significant accidents and the treatment given.

Head Injuries (see Appendix 1 for NHS Advice)

- If a child reports a head injury staff will always act on this.
- A cold compress will be given.
- Children will be initially checked for signs of concussion using Head Injury Assessment guidelines (HIA) See appendix 2. Children will be carefully monitored for the rest of the day.
- If the child receives a bump on the head, parents will receive an email notifying them of the head bump via Evolve Accident Book and a copy of the email will be passed on to the class teacher and Barrow Extra staff if appropriate.
- If a child has received a significant bump to the head, parents will be phoned immediately and asked to come and collect the child.
- If a child is attending Barrow Extra then staff must be informed of the head bump and will be reminded to continue monitoring the child for signs of concussion.

If the First Aider believes hospital treatment is required, that person will, in consultation with the Headteacher or nominated deputy:

- Arrange for the emergency services (999) to be summoned if necessary or advice from NHS 111 when you need medical help fast but it's not a 999 emergency.
- Arrange for parents to be informed
- Arrange for the child/adult to be transported to the Accident and Emergency department by car, taking another adult as the driver.

Recording Procedures of Accidents

- The school uses Evolve Accident Book, a digital platform, to record all First aid administered in school.
- All incidents relating to a child must be recorded on their individual record on Evolve Accident Book which all staff can access.
- Children's first aid incidents, administered medicines log and Individual Health Care Plans (if appropriate) can be found on Evolve Accident Book.
- All first aid treatments and administered medicines must be recorded with the correct date, time and dosage on Evolve Accident Book.
- Serious accidents that require hospital treatment will be reported to the LA using the relevant forms.

School Visits

- In the case of any off-site visits, fully equipped first aid kit will be taken.
- Permission from the pupils' parent/guardian to administer first-aid wherever necessary.
- A First Aider must accompany the group. Paediatric First Aider must accompany Reception children during an off-site visit.
- The nominated first aider on a school trip will wear the first aider lanyard with their school ID badge clearly displayed.
- In the case of a residential visit, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.

Staff Medicines

- All staff medicines must be kept out of the reach of children; either in the staff lockers, or the fridge, dependent upon storage instructions.

Parent/carers responsibilities

- It is parents' responsibility to ensure that they have provided the school with up-to-date contact names and telephone numbers in case of an emergency.
- Two emergency numbers must be provided.
- Parents must inform school if their child has any allergies e.g. allergic to plasters.
- It is parents responsibility to inform the class teacher if their child has experienced a bump to the head before school, so that staff can monitor for signs of concussion.



Helen Ashe (Head Teacher)

Appendix 1 – NHS advice on Head Injuries

Go to A&E if:

You or your child have had a head injury and have:

- been knocked out but have now woken up
- vomited (been sick) since the injury
- a headache that does not go away with painkillers
- a change in behaviour, like being more irritable or losing interest in things around you (especially in children under 5)
- been crying more than usual (especially in babies and young children)
- problems with memory
- been drinking alcohol or taking drugs just before the injury
- a blood clotting disorder (like haemophilia) or you take medicine to thin your blood
- had brain surgery in the past

You or your child could have concussion. Symptoms usually start within 24 hours, but sometimes may not appear for up to 3 weeks.



Call 999 if:

Someone has hit their head and has:

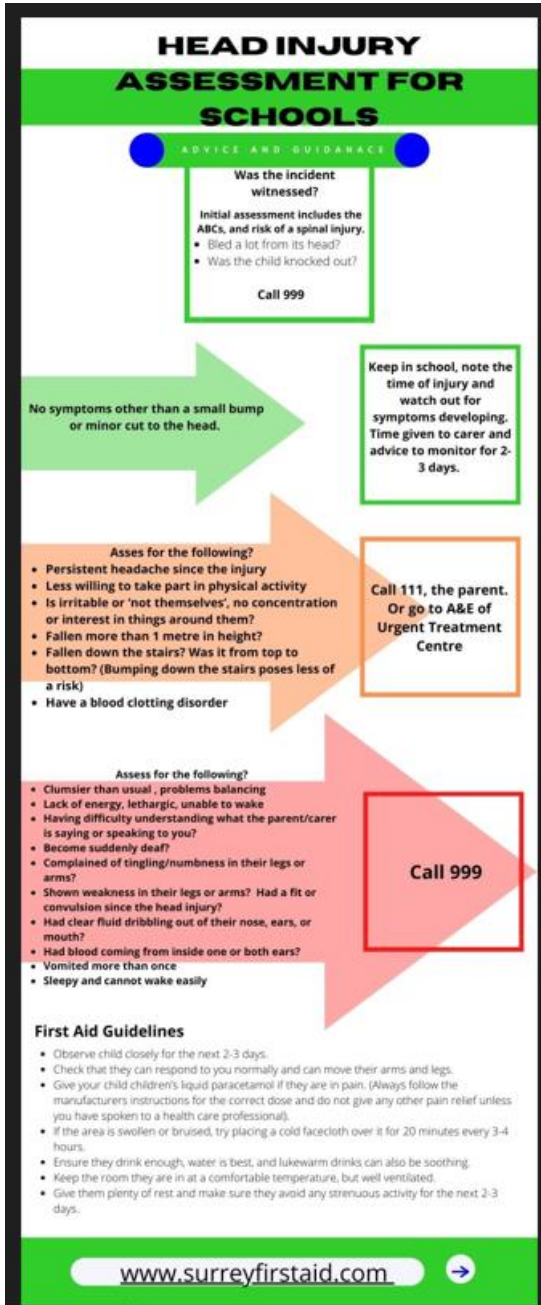
- been knocked out and has not woken up
- difficulty staying awake or keeping their eyes open
- a fit (seizure)
- fallen from a height more than 1 metre or 5 stairs
- problems with their vision or hearing
- a black eye without direct injury to the eye
- clear fluid coming from their ears or nose
- bleeding from their ears or bruising behind their ears
- numbness or weakness in part of their body
- problems with walking, balance, understanding, speaking or writing
- hit their head at speed, such as in a car crash, being hit by a car or bike or a diving accident
- a head wound with something inside it or a dent to the head

Also call 999 if you cannot get someone to A&E safely.



Appendix 2

Head Injury Assessment (HIA)



Appendix 3

Splinters

In line with the advice from the British Health Foundation, First Aiders are able to remove splinters from a child if there is protruding wood from the wounded area following the training guidelines. Splinters that are fully embedded somewhere in the child's body are not to be removed at school. Instead they are to be cleaned and covered with a suitable dressing to minimise further discomfort. Parents are to be told of the child has had a splinter removed, or if they have had an embedded splinter cleaned and covered at the end of the day by the class teacher.

EQUALITY IMPACT ASSESSMENT

Part A :- SCREENING EIA							
General Information							
1. Title of the policy or practice being assessed:							
First Aid Policy							
2. Aim(s) of the policy or practice being assessed:							
To ensure the school provides all pupils with appropriate First Aid by suitably trained professionals. To ensure that any first aid undertaken is recorded and, where necessary, communicated with parents.							
3. Type of policy or practice being assessed:							
Existing				Proposed			
✓							
4. Name of person responsible:							
For the policy or practice				For completing this EIA			
Nadine Fairweather				Nadine Fairweather			
5. Which members of our school community are affected/likely to be affected by the policy or practice?							
Pupils	Staff	Parents and carers	Governors	School volunteers	Visitors to the school	Other –	
X	X	X					
6. Does or could this policy have a negative impact on any of the following?							
Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation
N	N	N	N	N	N	N	N
Undertake a full EIA if any answer is 'yes' or 'not sure'.							
7. Does or could this policy help promote equality for any of the following?							
Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation
Undertake a full EIA if any answer is 'no' or 'not sure'.							
Any adverse impacts are explored in Part B :- the Full Impact Assessment below.							

