

PERRYFIELDS PRIMARY PRU



FIRST AID POLICY

Review Date	Reviewed Date	Reviewer (Who?)	Approved by:
June 2021	June 2021	First Aider	Head Teacher
June 2022			

Policy Statement

At Perryfields Primary PRU we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

Aims

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users;
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises;
- To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits;
- To establish and maintain safe working procedures amongst staff and pupils;
- To ensure that all medicines are stored safely and administered according to instructions received from parents and doctors;
- To develop first aid awareness amongst staff, pupils and other supervising adults.

First Aid Provision

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. Perryfields currently (September 2019) have 4 Paediatric Emergency First Aid Appointed Persons and 1 other First Aider. Their qualifications are in the School Office.

The number of first aid personnel is sufficient to cover break and lunchtimes and absences.

The school also ensures that there is an appropriate first aider on site when there are residential and trips in place

Perryfields first aid needs are reviewed on an annual basis particularly after any changes, to ensure the provision remains adequate. We currently have:

- First Aid stations is in the main school office;
- A First Aid kit is taken on all school visits which is located in the school office. A First Aider accompanies classes on all school visits.
- The Paediatric First Aiders check that boxes are replenished as soon as possible after use.
- The School Finance Manager, will authorise the ordering of supplies.

First Aid Boxes

First aid boxes are placed in a clearly identified accessible location in the school office and is fully stocked with suitable first aid materials.

Recording and Reporting First Aid Treatment

All accidents that require treatment are recorded in an accident book recording the following information:

- Person's Name
- Date
- Class

- Injury Treatment
- Teacher informed
- Signature of First Aider

The accident report book is in the main school office.

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher who will decide on further action, including the completion of an “injury or dangerous occurrence report form.” These forms are sent to the Local Authority. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form.

Informing Parents

The parents will be telephoned in the event of any serious head injury. If an ambulance is called in any other circumstances the professional judgement of the paediatric first aider is sought immediately. In the event of a head bump, the parent is contacted and a form is sent home with child identifying head bump. The pupil is also identified to others by the attending First Aider.

In the event of a serious accident, the Office Manager will contact the ambulance service and request an ambulance. The child’s parents will be informed as soon as possible. Two members of staff will accompany the child to hospital if their parents are not available.

The following list of staff that are emergency first aid trained. This also includes Paediatric first aiders:

Name	Level of Qualification	Location	Date of training review
Sue Harvey	Paediatric	School Site	Needs to be updated due to COVID 19
Alison Ellerton	Paediatric	School Site	March 2022
Morag Sutcliffe	Paediatric	School Site	March 2024
Marianne Baker	Paediatric	School Site	March 2024
Nicky Holt	Paediatric	School Site	May 2024