



## **Bourton on the Water Primary Academy-**

### **First Aid Policy 2021**

#### **What is First Aid?**

**“First aid is an immediate response to an incident giving rise to a head bump, loss of blood, possible fracture or sprain.”**

*The following policy refers to such incidents as named above.*

*Discretion and professional judgement will be used to decide on a suitable course of action and more minor injuries will be treated appropriately.*

#### **First Aid arrangements**

Appropriate first aid supplies are kept in each classroom and are replenished when needed. Class teachers and TAs are responsible for ensuring that there is always an adequate amount of materials. When in need of replenishment, new supplies will be ordered.

Items will not be used after their expiry date.

We do not store or administer non-prescription medicines in school.

If a child requires prescribed medication during school hours then it is the responsibility of the parent to complete an Administering Medicine Consent Form (available from the school office or website). This should be handed into the class teacher or school office with the prescribed medicine.

#### **Over the counter medicines will not be given in school.**

Children who have prescribed inhalers should have one at all times in school. They are not allowed to share them with other children. It is the parent’s responsibility to ensure that an up to date inhaler is available at all times.

### Staff Training

First aid training will be undertaken every 3 years within school. Senior management, class teachers, TAs and all other school staff will be invited to attend. School will ensure that an appropriate number of first aid trained people are on site at all times.

### Off Site Activities

A first aid kit will be taken on all off-site activities, alongside any individual pupils prescribed medication. A trained first aider will accompany all off site-visits.

### Parental Consent

Parental consent for administering first aid is provided through a data collection sheet. This is distributed at the start of each academic year. Records are kept in the school office.

It is the parent's responsibility to provide details of any medical conditions and GP's evidence should be given. This includes asthma, any allergies, diabetes and all other diagnosed medical conditions.

### Accident Reporting

All accidents to pupils, staff and visitors will be recorded as soon as possible on the appropriate documentation.

- Treatment of minor injuries will be recorded in a first aid duplicate book kept in each classroom. The top copy will come home with the pupil.
- Accidents requiring an ambulance / hospitalisation and other than the above will be reported to the head teacher (or deputy in head teachers absence) who will complete the accident/incident on My Concern. If necessary, these will be entered onto the SHE Enterprise Accident Reporting database, who will report to RIDDOR if necessary.

There is a statutory requirement to make RIDDOR reports as quickly as possible (and within 10 days) of a reportable incident recurring. Any accidents which require a pupil, staff member of visitor being taken straight to hospital from site would need to be reported within this timescale.

### Parent Reporting

**All reported injuries and treatment of minor injuries will be recorded in a first aid duplicate book kept in each classroom.** To report to parents, the top copy will come home with the pupil. This will state: name of child, injury sustained, what first aid was administered and what monitoring was done.

## Treatment of injuries

A first aider will use discretion and professional judgement to decide on a suitable course of action and injuries will be treated appropriately.

Incident reported to first aider. Assessment immediately made and course of action agreed
Minor injury treated appropriately and recorded as stated in school policy
More serious incident/accident  Call 999 and Parent  <b>D</b> -Check for danger (Keep everyone safe).  <b>R</b> -Is the casualty responding? (An unconscious casualty takes priority).  <b>A</b> - Are their airways open? (Open airways if needed).  <b>B</b> -Are they breathing normally?  <b>C</b> -Are there life threatening circulation problems? (Loss of blood, cardiac arrest?).  Once initial assessment is done, look for less urgent problems such as broken bones/minor bleeding.  Make patient comfortable and wait for emergency services.

## Transport to hospital

Where an injury is an emergency, an ambulance will be called immediately following which, the parent will be called. It is the parent's responsibility to ensure that all contact details are up to date.