



# St. Michael's CE Primary School



Diocese of Salisbury  
Academy Trust  
*'Beyond expectations for all of God's children'*

## Our five core Christian values

*Trust, Honesty, Compassion, Respect and Kindness*

are centred on **'Do to others as you would like them to do to you.'(Luke 6:13)**

Through these values we inspire children to be the best they can be. Encouraging high aspirations and expectations that will allow them to achieve, explore, succeed and prepare for their own path through life.

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Website state-funded : [www.stmichaelslyme.dorset.sch.uk](http://www.stmichaelslyme.dorset.sch.uk)

## First Aid Policy

Policy Date: September 2024

Review Date: September 2025

## **First Aid Policy**

### **General Statement**

St Michael's CE Primary School is committed to providing emergency first aid cover to deal with accidents, which occur to employees, children and all categories of visitors.

The school will achieve this by:

- Having a minimum of one suitably stocked first aid box in school in every classroom.
- At least one appointed person in each KS to take charge of first aid arrangements.
- Provide information to employees, children, parents and carers on the arrangement for first aid.
- Review the arrangements for first aid annually.
- Ensure that the Lead First Aider checks and replenishes the contents of First Aid Boxes on when appropriate
- All first aid kits in the school will conform to the Health and Safety Executive (HSE) minimum provision and located in: - **The Main First Aid room and Disabled toilet area in KS1 area.**
- wipes
- assorted plasters or micro pore tape & gauze
- gauze packs
- triangular bandage
- wound dressing
- disposable gloves
- disposable bags
- eye wash, eyes pads/bandage
- cold packs – in fridges
- A phone call to be made making the parent aware of any bumped heads & 'Bumped Head Note' and child given red band to highlight to others they have had a bumped head
- Significant injury notes to be sent home

### **Appointed Persons**

The following person(s) are responsible for ensuring that first aid boxes are correctly stocked according : Mrs Natalie Townley

### **Information**

1. A notice will be placed in each room of the school stating the location of the nearest first aid box.
2. Children will be told what to do if there is an accident.

### **Accidents**

In the event of a pupil having an accident involving an injury or suspected injury during a session time the following procedure will be followed:-

1. First aider in class to deal with injured child.
2. If further assistance needed 2 children will be sent for further first aiders to assist.

If the accident occurs during breaks or lunchtime the following procedure will be followed:-

1. Small grazes etc will be dealt with on the playground.
2. More serious grazes and head bumps to be dealt with by first aider.
3. This person will decide on further action needed.

### **Accident Reporting**

All accidents will be recorded and reported accordingly, to include:-

- The date, time and place of the incident.
- The name of the injured person.
- Details of injury and what first aid treatment was given.
- Name and signature of the person or first aider dealing with the incident.
- If a follow up is required, a note of this is kept.

The accident book to be kept with the first aid bags in each area.

### **First Aid Training**

The school will maintain an up-to-date list of those employees who have undergone emergency first aid training, paediatric first aid training and first aid at work training.

### **School Visits and Journeys away from school**

Before undertaking any off-site activities, the Headteacher will assess what level of first aid provision is needed. A portable first aid kit will be carried, the contents of which will conform to the Authority's guidance. All visits and journeys away from school will be risk assessed by the staff and checked by the schools Educational Visits co-ordinator:- **Mr Nick Kiddle**.

### **Documentation**

All staff will receive a copy of this policy and be made aware of the procedures.

## **STAFF INFORMATION - LOCATION OF FIRST AID BOXES AND NAMES OF FIRST AIDERS**

### **First Aid Boxes.**

First Aid boxes in the school conform to the Health and Safety Executive's (HSE) minimum provision and are located in:-

- First Aid Room
- Every classroom

The named First Aiders are: -

Mrs Natalie Townley

Emergency First Aiders are:-

- Mrs Lin Paterson
- Mrs Jo Wheeler
- Mrs Jane Tappin
- Mrs Sarah Symonds