



Long Lane Primary School

First Aid in School Policy

Date	Description
23 rd March 2022	Agreed by Operations Committee

Review Schedule	3 Years
Next Review	March 2025

Aims

The Governing Board and Staff of this school will make every effort to ensure that First Aid is available to anyone who suffers injury or a medical emergency on the school premises or during off-site activities.

Responsibility

The Headteacher is responsible for:

- Ensuring that Staff are regularly trained in First Aid
- Ensuring that First Aid equipment is available in sufficient quantities and properly distributed throughout the school
- Ensuring that any special training required for individual conditions (e.g. EpiPen, Epilepsy, Diabetes etc.) is provided and kept up to date
- Ensuring that sufficient numbers of staff are appropriately trained, taking into account the number of people to be treated

Teachers

- Ensuring that they are aware of procedures to be followed when administering First Aid in school
- Ensuring that they know staff members who are designated First Aiders and their location
- Ensuring that they are aware of the location of First Aid boxes in school

Governors

- Conduct pupil voice visits, where appropriate, to better understand first-aid arrangements and improve governor understanding of actions that have taken place.
- Liaise with staff when appropriate to support their work
- Appoint a Health and Safety Governor to support the school's aims

Policy Statement

Long Lane Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Guidance and Procedures

All staff and associated stakeholders should familiarise themselves with the accompanying document entitled "*First Aid in School Guidance*".

First Aid in School Guidance

- A list of First Aiders is displayed in the school office.
- During Break and Lunchtime First Aid will be administered in the school office.
- First Aid Boxes are located in the First Aid room, the Kitchen and outside of the Music room.
- All visits to First Aid must be recorded on the online Evolve First Aid 'book'.
- Any injury to the head must be recorded and a Red Note sent home to the parents the same day, detailing the injury and treatment given. The class teacher should be made aware of the injury. Red notes will automatically be generated by the online Evolve First Aid book and printed off by the office staff.
- Gloves should be worn when treating open wounds and bleeding or when dealing with vomit or other bodily waste.
- Any blood stained dressings, tissues, or gloves should be disposed of in the sanitary bins in the Ladies' toilets.
- Any vomit or bodily waste should be flushed down the toilet.
- Any needles should be deposited in the Sharps Box located in the school office.
- Clean-up kits are located in the First Aid room and within each classroom in the event of any spillages.