



Fen Ditton C. P. School

FIRST AID POLICY

Policy Review Schedule	
Last Updated	Next Planned Review and Update
16.11.13	Nov 2016
Governor Signature:	

1. TRAINING

All teaching and non-teaching staff are offered training in First aid.

There is always at least one member of staff holding an 'Appointed First Aider at Work' qualification, which is regularly updated and includes Paediatric training. We currently have four staff members with this level.

Before the commencement of swimming sessions in the summer term, resuscitation training is undertaken each year by all staff supervising swimming in school hours.

Outside providers of clubs will need to hold a First Aid certificate also.

2. Location of First Aid equipment

Responsibility for the location and upkeep of first aid boxes is delegated to the Appointed First aiders who should be made aware of any short falls.

There are first aid kits sited as follows:

- Main box in Medical Room (down staffroom corridor)
- Subsidiary box in office
- Catering box in kitchen lobby
- Mobile kit in mobiles
- Mobile kit in Qube
- Bumbags for portable kits to be used on trips and at lunchtimes

3. RECORDING OF ACCIDENTS

- All accidents, however minor, must be recorded by the person attending the casualty in the accident book kept at the First aid station. A pen is used to record incidents and the book is not loose leaf.
- All accidents, other than those of a minor nature, and particularly those requiring further medical attention must be reported to the Headteacher or Assistant Head, who then fills in the County Council reporting sheet on line.
- Parents will be informed immediately should a child's condition give cause for concern.
- All head injuries and any other injury that has caused a child undue distress, will be entered on the medical slip **AND** reported via telephone to parents.. This will accompany the child when he/she leaves the school site. Children will also be given a head bump sticker so all staff are aware of the need to keep an eye out for the child.
- Supplies of the parents' information/incident sheet are kept in the medical room.
- Any serious incident (that requires further medical attention such as paramedics; if due to lack of supervision or property related; injury or illness caused by working in school for a staff member) must be recorded on the on line IRF form. The form can be found on www.cambridgeshire.gov.uk/IRF96

4. CARING FOR INJURIES

- All foreign bodies will be left for treatment by medical professionals – this includes splinters.
- All wounds will be washed with clean drinking water and gauze, and left uncovered unless this will cause them to rub against clothing, or there is running blood. Open wounds will be covered.
- Twisted ankles, banged knees, strained wrists etc will have a cold compress applied to the site of the injury. The injury will be rested.

- Nosebleeds will be treated by pinching the fleshy part of the nose, with the child's head in a normal position.
- When dealing with blood or any bodily fluids, the person treating the casualty will wear disposable gloves.
- Bodily fluids will be cleaned up with water (and sanitize granules where necessary), which are kept in the medical room.
- Soiled matter will be disposed of in the bin marked 'Clinical Waste' at the First aid station or in a yellow bag marked 'Clinical Waste', a supply of which can be found in each First aid kit around the school.

5. Educational Visits/trips

A first aid kit will be taken on all trips outside the school grounds.

There will be a trained first aider accompanying all school trips to administer first aid.

CONCLUSION

Most injuries that occur around school are of a minor nature. By following the procedures described above, we aim to ensure that while they are in our care, children will receive appropriate treatment and that we will respond effectively to incidents of a more serious nature.



Staff First Aiders

(Updated 18.11.13)

Staff With Current First Aid Qualification

Name	Role	Date completed	Expiry Date	Type
Jane Flack	TA	9.11.2012	9.11.2015	Full 3 day
Tracey Wane	TA	11.10.13	17.11.2016	Full 3 Day
Diane Heron	Office	1.4.2011	31.3.2014	Full 3 Day
Pauline Cornell	TA	7.1.2011	6.1.2014	Full 3 Day
Richard Moore	Headteacher	3.5.2013	3.5.2016	Full 3 Day
Tracey Butler	TA	10.10.12	10.12.15	Emergency
Joan Wilkin	TA	7.1.2011	6.1.2014	Emergency
Tracey Benton	TA	3.5.2011	2.5.2014	Emergency
Jo Clifford	TA	3.5.2011	2.5.2014	Emergency
Lesley Jenkins	TA	10.10.12	10.12.15	Emergency
Sharon Jones	TA	10.10.12	10.12.15	Emergency
Angie Nicholls	TA	10.10.12	10.12.15	Emergency
Daniel Levine	Midday	10.10.12	10.12.15	Emergency
Anna Prime	Midday	10.10.12	10.12.15	Emergency
Kirsty Andrews	Midday	10.10.12	10.12.15	Emergency
Nadee Kodituwakku	Midday	10.12.12	10.12.15	Emergency

Staff Without Current First Aid Qualification

Name	Role	Date Booked
Judy Dean	TA	TBC
Sarah Hinton	Office	TBC
Najet Trabelsi	Midday	TBC
Junaki Akhter	Midday	TBC