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## **Introduction**

First aid is the initial assistance or treatment given to a casualty for any injury or sudden illness.

## **The Aims of First Aid**

To preserve life, to limit the effects of the condition and to promote recovery.

## **First Aiders and Staff Training**

First Aiders have completed a course of theoretical and practical instruction. This is valid for three years. To keep knowledge and skills up to date, First Aiders must have further training as and when required.

There are no rules on numbers of First Aiders required and our judgement is based on the outcomes of the assessment of circumstances and needs.

A current list of trained First Aid staff is held on file and maintained by the office. Staff are made aware of who trained staff are through for example, induction procedures and a display of names in the staffroom and in the designated First Aid area.

## **Appointed Person for First Aid**

The main duties of the person with responsibility as Appointed Person for First Aid are administrative:

- Order First Aid equipment to ensure that the First Aid boxes are correctly stocked,
- Maintain records to identify training updates needed
- Take charge when someone is injured or becomes ill
- Ensure that ambulance or other professional medical help is called if necessary
- They may be, but do not need to be, a First Aider and if not, should not give treatment for which they are not trained.

## **First Aid Practice**

By following the guidance given in the First Aid course all staff in school can give useful and effective first aid to deal with everyday ailments and injuries, such as abrasion, vomiting and bumps that may occur during the school day.

When a child's ailment or injury requires that they go home, parents/carers are contacted and asked to collect their child. A child is made as comfortable as possible until they can go home. The decision to send a child home is made in consultation with the senior leadership team.

If there is any doubt about the management of a disease, specialist advice may be sought from the Local Authority (LA) school nurse or community paediatrician. When a child needs treatment from a doctor or at a hospital, parents/carers or, if necessary, other named adults are contacted and asked to collect their child.

When a child's ailment or injury needs immediate treatment at a hospital,

- a member of staff will dial 999 and ask for the ambulance service.
- Parents/carers will be contacted.
- A member of staff will accompany a child to hospital if parents/carers are not at school when the ambulance arrives.
- The member of staff who accompanies a child to hospital will take the child's personal details to the hospital.

### **Emergency First Aid**

In an emergency situation the school staff will make every effort to contact a parent/carer or other nominee. It is recognised that a child may belong to a religious body which repudiates medical treatment. Parents/carers who have specific religious beliefs which have implications for medical treatment will be asked to make their views and wishes known to the school so that these can be recorded.

### **First Aid Manual and Equipment**

A First Aid Manual is kept in the First Aid Area. First Aid Boxes are located throughout the school and are checked regularly.

### **First Aid Record**

Records of accidents and incidents, treatment given and action to be taken, are recorded on Accident forms which are kept in the Office. Parents/carers receive a note or telephone call to let them know about their child's ailment or injury and the treatment given. Parents/Carers may also be telephoned depending on the injury.