
Craven Primary Academy

First Aid Policy

Other academy related policies that relate to this policy are: Medication policy

Date issued: December 2014

EAB approved: 8/12/14

Review date: December 2016

First Aid Procedures at Craven Primary Academy

Appointed persons – First Aid at Work

- Mandy Demoulpied
- Kat Lobley
- Lesley Durham

Emergency First Aid at Work

- All Teaching Assistants
- Mrs Hamby, Mrs Jackson, Mr Russell

Paediatric Certificates

- Jade Kirby
 - Lauren Thompson
 - Angie Ounsworth
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- The Office in the main reception is the first place for all children to visit if they have a medical issue. The office staff will get a First Aider straight away, if treatment is needed this will be given, children will not be left unsupervised in either the Office or First Aid room.
 - Staff sending pupils for First Aid should ensure their needs cannot be met in the classroom.
 - At play time and lunchtime all children are to see Mrs Demoulpied for all injuries if they cannot be dealt with on the playground. Any major injuries the child would be escorted to the main office.
 - The child is asked what is wrong with them and the First Aider will act on the information. The child would also be given a slip with details of the injury/illness to take home to inform the parent/carer. The slip would be dated and signed by the First Aider.
 - If the illness/injury is a concern we would have two First Aiders working together so one would contact the parent/carer as soon as possible to come and have a look at the child, the other First Aider stays with the child.

- If the illness/injury has occurred and the child is feeling well and wants to stay in school we would make a courtesy call to inform the parent of this for example an injury to the face, cut or bruise.
- If the child's illness/injury has occurred and is serious the school Incident Report Form would be completed by the witness (member of staff) this would then be filed in the Office.
- If the First Aiders thought the incident was serious we would dial 999 immediately someone would stay with child, the parent/carer would be informed. The Headteacher or representative would be informed.
- If a serious illness/injury occurs during lesson time the school incident form is completed and this must be marked as a Riddor. We then get confirmation back of the report from the HSE.
- If a member of staff or visitor came to the main office we would get details from them and act on the information given. The schools Incident Report Form would be given to them to complete and it would be kept on file in the Office.
- Where more than one person is ill/injured at the same time, First Aiders should agree who is caring for which child/adult. If no agreement is reached or in the event of major incident (see Major Incident Policy) the appointed First Aider at that time must seek further support from the Headteacher or representative.
- First Aid provisions are stored in the Main Office medical cupboard.
- When First Aid provisions are needed for trips they are stored in the medical cupboard, they should be returned back to the room and any used materials discarded in either the normal bin or a separate bag for hazardous waste.
- Please inform the First Aider in the Office of any materials used on the trip so these can be replenished for the next trip.