



Ridgeway Primary Academy First Aid Policy

This policy is based on the county guidelines for the administering of First Aid and applies to Ridgeway Primary Academy and Ridgeway Extended services which included Ridgeway Sunbeams, Ridgeway Rainbow Tots, Ridgeway Sunny days and before and after school.

1. Introduction

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives. The aims of first aid are threefold:

- Saving life by prompt and initial action;
- Preventing the injury or condition from deteriorating;
- Helping recovery through reassurance and protection from further danger.

2. Aims and Objectives

To implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

3. The Arrangements for Applying the Policy

First Aid Provision

At Ridgeway we ensure that there are appropriately trained staff to administer first aid at all times.

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid Certificate must be on the premises at all times when children are present. In addition there must be at least one person on outings who has a current paediatric first aid certificate. Since April 2017 all newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting.

The first aid certificates held are displayed in the individual settings and a list is kept by the safeguarding lead

First-Aid Materials and Equipment

All First Aid resources and equipment are stored in the Medical Room based on the lower floor next to the staffroom.

There is a small first aid kit containing minimal supplies located in the Nursery and Community room areas of the upper floor.

First aid boxes must only be used to store first aid materials and nothing else. They must not contain tablets, medications, creams etc.

It is the role of the office staff to regularly check the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed. If any first aider notices that a supply of a certain item is running low the office should be notified immediately.

First Aid Arrangements

During lessons

The teacher is the person in the first instance who makes a judgement as to whether a child needs to be seen by a first aider or not. For example if a child has a headache, a first aider cannot do anything about it. In this instance the child should stay in the class under the supervision of the teacher. If there is a time when the teacher decides that the child needs to go home, a note should be sent to the office for parents to be called and the child collected.

If you need a second opinion or the child is hurt and needs to be seen by a first aider, the procedures are as follows:

- ♦ Seek advice/ help from first aider in own class or phase;
- ♦ If no TA is present in class or phase seek advice/help from TA in alternative phase
- ♦ If no other first aider is available please send child to school office;

During Break

The member/s of staff on duty will send a child requiring first aid to the medical room where they will be treated by a qualified first aider.

If a first aider is required on the playground to deal with an injury a message will be sent to the school office who will locate a first aider to the situation.

During Lunch

If a child requires first aid treatment during the lunch hour they will be sent to the medical room where the LSA on medical duty is based to administer basic first aid to cuts and bumps.

If a first aider is required on the playground to deal with an injury a message will be sent to the school office who will locate a first aider to attend the scene.

If a second opinion is sought for any situation this should be referred to the school office.

On School Visits

It is good practice that a qualified first aider must accompany all classes on visits out of school. Where a first aider is not able to accompany the trip, the staff member in charge must ensure a first aider is on site at the venue. In the case of the Foundation Stage this person must be paediatric first aid trained.

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

Any serious accidents requiring hospital treatment occurring whilst on an Educational Visit, an ambulance will be called. A member of school staff will accompany the child to the hospital. School will be notified who will contact parents who will meet the child at the hospital.

Important Information

- ♦ Any child receiving first aid treatment will be recorded on CPOMS located on the lap top in the medical room;
- ♦ Children will be kept under observation for a short while after receiving treatment to check that they are ok to resume normal activity;

- ♦ Class teachers will be informed of any accidents requiring first aid during break and lunch time so that parents can be informed at the end of the day;
- ♦ Any child receiving a bump to the head will be issued with a 'bumped head' note to go home so that this child can be monitored in class for the rest of the day when it is judged by a first aider that a parent does not need to be contacted immediately.
- ♦ A parent will be contacted by the school office for a serious or significant injury where it is judged by a first aider that a parent needs to attend school immediately.

Serious Accidents

- ♦ In the event of a serious accident, where the child needs to attend the hospital, the school office will contact the home who will make arrangements to take the child for emergency treatment;
- ♦ If the home cannot be contacted the school will organise for the child to be taken to the hospital to receive treatment and school will continue to try and make contact with the home to inform them of the situation.
- ♦ In the event of a more serious accident school will call for an ambulance before calling the home. If parents have not been contactable prior to the ambulance arriving at the school then a member of school staff will accompany the child to the hospital and will meet parents there.
- ♦ If a child is sent to hospital or a parent chooses to take the child to hospital, a member of SLT will be informed ASAP and this will be recorded on 'My Health and Safety.'

Infection Control

- ♦ To minimise the risk of infection all first aiders will wear disposable gloves before administering first aid;
- ♦ All disposable items must be disposed of in plastic bags in line with the Infection Control Policy.
- ♦ Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.
- ♦ If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

Further advice on infection control is available in the HR 53 Infection Control Policy and Strategic Health and Safety Service.

Updated September 2023

Laura Gray

Co-Headteacher

Document History

September 2010	Adopted at Governing Body meeting 23 rd November 2010
June 2014	Updated and presented for adoption at Full Governors Meeting 18 th June 2014
September 2017	Updated and presented for adoption at Pupil Wellbeing committee 16 th October 2017
September 2020	Updated to add slight changes to serious injuries and COVID addendum added. Presented to Pastoral Governors meeting 24/9/20

September 2023	Updated with changes to Academy
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This policy is due for review in 2026