



RAVENSDALE JUNIOR SCHOOL

FIRST AID POLICY

2018

Signed .....

Dated .....

Review date .....

# RAVENSDALE JUNIOR SCHOOL

## FIRST AID POLICY

### AIM

Children and adults in our care need good quality first aid provision. Clear systems ensure that all children are given relevant and appropriate care.

### PURPOSE

This Policy:

1. Gives clear guidelines to all staff regarding first aid.
2. Clearly defines the responsibility of staff.
3. Ensures good first aid cover is available in the school and on visits.

### TRAINING

All staff undertake emergency first aid training which is refreshed on a rolling program.

The following staff have undertaken the Paediatric First Aid training:

Miss L Davies

Miss R Willis

Mrs S Wise

### FIRST AID KITS

When on the school site first aid is administered in the first aid area adjacent to the main school office. The main first aid equipment is stored in this area along with a defibrillator. All inhalers are stored by the teacher in individual classrooms. First aid boxes are regularly replenished.

When out on school visits each class takes their own small first aid kit along with any inhalers, epi-pens or emergency medicine that may be required by a pupil.

The Administration of Medicines Policy operates alongside this First Aid Policy.

### ADMINISTERING FIRST AID

1. All first aid is recorded in the first aid book and signed by the first aider.
2. An Accident Form is completed for any injury treated at a Hospital and forwarded to the Health and Safety Department at the Local Authority and also HSE.
3. After treatment of a bumped head the child is given the "Bumped Head" sticker to wear following completion and signed by the first aider.

Any children who bump their head on the playground are accompanied into school by another child or a member of staff.

Any children who are sent to the toilets to remove their tights or trousers to check their knees are accompanied by another child.

4. All injuries are given a First Aid Slip which outlines the treatment given and signed by the first aider.

#### NOTIFYING PARENTS

In addition to the above completed Slips and Stickers, parents are contacted on occasion to report any concern relating to an injury or illness.

#### AN EMERGENCY

1. Dial 999 requesting an ambulance.
2. Our telephone number is 01332 512373.
3. Our location is Devonshire Drive, Mickleover, Derby.
4. Our postcode is DE3 9EY.
5. Give your name
6. Provide an outline of the injury/symptoms and name of child.
7. Dispatch a helper to ensure that the drive barrier is up to allow the ambulance immediate access into the school grounds.

Signed.....

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