Milverton Primary School

Induction Folder

**First Aid**

It is our aim to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

**Responsibilities of First Aid Personnel**

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

* Responding promptly to all requests for assistance
* Summoning further help if necessary
* Looking after the casualty until recovery has taken place or further medical assistance has arrived
* Reporting details of any treatment provided.
* Calling an ambulance where necessary
* Looking after the first aid equipment and ensuring that supplies are re-stocked when necessary.

**Procedures**

The following are general first-aid related procedures to be followed by all staff:

* If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance and alert a First Aider.
* Assess the patient’s condition and if necessary call 999 or 112 for advice.

Where a child is involved contact the parents in the first instance. If the parents cannot be reached the next named emergency contact will be telephoned. *If no contact can be made then the Headteacher / Deputy Headteacher will make the decision as to how to proceed.*

* If you need to access a first aid kit for personal use, do not remove it from its designated place.
* Any loss or damage to first aid equipment must be reported to Terry Heard
* If a first aid kit is poorly stocked, this should be reported to Terry Heard.
* All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing Terry Heard when it is poorly stocked.

**Visitors**

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident log.

**Children with Medical Needs**

Details of children who have epipens, inhalers, other regular medication or who have diabetes will be located in Infant and Junior Staff rooms, along with their care plans (if appropriate). Infant medications are kept in the EYFS corridor First Aid cupboard. Junior medications (plus Year2) are stored in the school office. Children’s medications are stored in an individual named bag with a photograph and care plan (where appropriate).

**The following members of staff are trained in Paediatric First Aid.**

* Matt Fisher
* Laura Nicol
* Jenny Clark-Hall
* Sarah Falconer
* Rachel Green
* Hazel Rhead
* Emma Bish
* Nicola Shilton
* Christine Habel
* Amo Ryan
* Amy Crowther
* Ali Evans
* Terry Heard

Information on the current first-aiders will be displayed in the school office.

There are FOUR First Aid boxes in the school which are located as follows:

* In the school office
* Outside the Site Manager’s office
* In the EYFS corridor area
* In the main school hall

Each box contains only items permitted for use as First Aid and a log book to record details of treatment given etc. The Site Manager checks the contents of each first aid box every half term. It is the responsibility of staff using First Aid supplies to report to Site Manager if stocks need replenishing.

The current Milverton Primary School First Aid at Work Policy, Policy for Supporting Pupils with a Medical Condition, Accident and Incident Reporting guide and associated form

can be located on the school website.

[www.milvertonprimaryschool.co.uk](http://www.milvertonprimaryschool.co.uk) – *about – school policies – health and safety policies.*