

# ULEY C OF E PRIMARY SCHOOL



## FIRST AID POLICY

JANUARY 2025




They are like trees that grow beside a stream that bear fruit at the right time and whose leaves do not dry up. They succeed in all they do. Psalm 1:3

## **Ethos Statement**







*We believe that everyone should be given the opportunity and encouragement to be the best that they can be. To this end, we strive to create the right environment, deliver the right content, and embrace new ideas. We apply our school values of trust, friendship, compassion and wisdom to enable every individual to flourish within a moral framework built on Christian values. We believe that this can only be achieved by developing partnerships between pupils, staff, governors, parents and the wider community.*

## **OUR SCHOOL VISION**

Live – Learn – Flourish

-  Live: at home, in school, and in our local community
-  Learn: about self, others, and our ever-changing world
-  Flourish: be the best we can be in all that we do

## **OUR SCHOOL MISSION**

-  We give all – pupils and staff – the opportunities and encouragement to be the best that they can be
-  We create an environment that has the right balance of challenge and support
-  We deliver a curriculum that is right for our school, inspiring and motivating all, and embracing new ideas
-  We apply our School Core Values of Trust, Friendship, Compassion and Wisdom in all that we do
-  We develop strong and effective partnerships between pupils, staff, governors, parents and the wider community
-  We strive to ensure that all flourish within a moral framework built on Christian values and the Diocesan vision “I have come that they may have LIFE, and have it to the full”. (John 10:10)

The staff and governors at Uley Church of England Primary School provide an environment where children and all school members can be happy, healthy and safe and achieve their full social and intellectual potential.

We do this by:

- creating an **inclusive, caring, Christian** environment,
- creating **happy, stimulating** and **exciting** opportunities for learning,
- developing **positive** relationships based on **respect** of self and others,
- supporting a **creative** approach to personal development and growth.

We work in partnership with parents and our community to fully equip children for their future.

## **BEHAVIOUR ETHOS**

### **Wisdom**

Reflect on our mistakes and learn from them  
Make appropriate choices  
Have the courage to be the best you can be

### **Friendship**

Do as you would be done by  
Encourage, support and be proud of each other  
Smile and be thankful

### **Compassion**

Be tolerant; embrace difference and diversity  
Say sorry, show you're sorry  
Show forgiveness and generosity

### **Trust**

Be honest and just  
Believe in yourself – you can do it!  
Persevere on your journey, seek helps from others

This document has been produced in conjunction with the School's Health and Safety policy and Supporting Children with Medical Needs policy. **The school has a separate policy for the administration of medicines which includes appendices of forms for school and parent records.**

### **Aims of the Policy**

The school acknowledge their responsibility to ensure the safety of their staff, pupils and visitors whilst on the school site, or during any off-site activity arranged by the school.

The school will comply with the Health and Safety (First Aid) Regulations 1981 by ensuring that adequate and appropriate equipment, facilities and qualified first-aid personnel are provided and available.

### **Objectives**

The school will ensure that:-

- i) The appropriate number of first aiders / appointed persons required to meet the needs for the school are identified and that they receive the relevant training. This must include any follow up or refresher training in order to carry out their duties;
- ii) Adequate and appropriate equipment and facilities are provided;
- iii) The appropriate first aid arrangements are in place for off-site activities / trips;
- iv) The necessary first aid arrangements are in place for out of school hours, e.g. before and after school clubs, lettings, parents evenings etc;
- v) Staff and parents are informed and aware of the school's first aid arrangements;
- vi) Records of all accidents / incidents are kept

## First aiders

First Aid	Dates Complete/due to renew
Debbie Paed FAW	<del>April 19 – April 22</del> <del>April 19 – April 22</del>
Paed	Sept 22 – Sept 25
Philippa Paediatric FAW	<del>Sept 20 – Sept 23</del> <del>Sept 20 – 2023</del>  July 23 – July 26
Helen	<del>ERFA Paed</del> <del>May 21 – May 24</del> May 2024 – May 2027
Lindsay	Paed June 22 – June 25 FAW May 22 – May 25
Lorraine	EFA@W Nov 21 – nov 24 Paed Sept 24 – Sept 27
Amy	PAED Sept 22 - 2025
Katy S	Level 3 Paed May 2024 – May 2027
Megan	Basic First Aid July 24 – July 27
Zoe Hannah Abby Katherine Sara Laura Rosie Carol	Basic first aid September 2023 - September 2026

## Staff Training

Any staff that are trained in first aid will be trained to the appropriate level. This will include staff responsible for children under 5, who will be trained to Paediatric First Aid level. In addition to the staff trained to First Aid at Work level, the school also have staff with basic first aid training.

A record of staff training is held by the Head Teacher. Staff are retrained in the time advised.

Details of current trained first aiders are displayed to advise all staff, pupils and visitors who they should report to should treatment be required.

## **Equipment and Treatment**

School has a ready supply of minor first aid equipment. A first aid kit can be found in each class and in bum bags for playground duties, plus a first aid kit for taking on trips.

Equipment is checked frequently by classroom staff.

The administering of antiseptic cream etc. is not permitted in case of allergic reaction. Cuts and grazes should be washed with water and hypo-allergenic plasters applied if necessary.

## **First Aid**

**During Lessons** – children may be assessed by any available first aider for the severity of the injury or illness. Appropriate action will be taken.

**Break times** – children may be treated by the first aider on duty/sent to the staffroom if not available.

**Lunchtimes** – children can be treated for minor cuts and bruises by staff who have completed first aid training. Lunchtime staff may contact other first aiders for support particularly with bumped heads and serious injuries.

Any child who needs to be sent home or sent to the doctor or hospital following illness or injury at school, must be sanctioned by the head teacher and a paediatric trained member of staff.

In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with parents/carers/out of school club at the end of the day.

Should a child be feeling unwell or have been sick in school, the class teacher should liaise with the first aider so that an informed decision can be made. Should the decision be that parents be notified/the child needs to go home, the office should be contacted to confirm authorisation with the head teacher and parents contacted.

## **Incident Reporting**

All incidents requiring first aid (whether minor or major) must be recorded in the Accident Books. Accident books have carbon paper for one signed copy to be sent home and one signed copy to be retained by the school.

Accident Books can be found in each class, one in each office, one in the staff room and one for lunchtime supervisors.

All illnesses/injuries that require medical treatment should be reported on the SHE Assure website:

<https://sheassure.net/gloucestershirecc/Portal/Create/Portal/1c2a9e54-604c-49ee-b200-c229c3c83a21>

## **Bumped Heads**

Classed as a major injury and needs to be referred to a paediatric and first aid at work trained member of staff.

If a child bumps their head, the trained member of staff treating will complete a page in the accident book. A detailed signed copy is to be sent home and a copy retained by the school. If in any doubt, the child's parents should be contacted.

## **Class medical list**

Every class register and every class must have a Class Medical List and a list of such pupils with specific dietary requirements and other medical conditions such as asthma.

All staff including lunchtime staff, should also be aware of dietary/medical conditions.

## **Staff Medical List**

The school staff are aware of adults with illnesses/medical conditions and awareness is raised.

## **Absence due to illness (infection control)**

Parents should be advised of periods of absence required in line with national guidance. If a parent wishes to know if a child should remain absent for a specified period of time, the school office should be contacted. In case of diarrhoea or vomiting, this period is 48 hours from the last episode.

Please refer to <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

## **Monitoring and Review**

The policy will be monitored for effectiveness and reviewed at least annually. Additional checks and audits will take place to ensure that the systems and procedures are satisfactory and are being followed by staff.

Mar 17, Mar 18, June 19, Jan 21, Jan 22, Jan 23, Jan 24, Jan 25

Should there be any cause for concern regarding children's welfare, please refer to the school's Safeguarding Policy and speak to one of the Designated Safeguarding Leads.