

Portway Management of First Aid



**Leading
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Our management of first aid at school

Note that this management statement forms part of our Health and Safety Management System at school

First aiders at Portway Primary School deal with any accident or illness in accordance with Standard Procedure SP022 - first aid in Schools and Other Educational Settings (May 2013)¹.

Further information (for internal use) is provided in a first aid Guidance Note which outlines the management of First aid at school, and lists all those trained in first aid. All staff must be familiar with this guidance, a copy of which can be found at the front reception desk, in the staffroom, and in the new starter induction pack. In addition, further guidance is available in the Guidance on First aid in Schools booklet published by the DfE and available at the front desk and on the website.

In summary, a record needs to be kept and parents informed, whenever a child or member of staff requires first aid treatment. The internal Incident/Illness Report Slip needs to be completed at the front office, a copy of which is sent home with the child. Information contained on the slip is then logged electronically, and a hard copy is retained in school files. Parents/carers are also advised by phone when such treatment is administered, and, where appropriate, asked to collect their child from school. Children will be placed in a quiet area which is close to a toilet, and drinking water, and is easy to supervise.

Any member of staff who has attended and passed the statutory four-day first aid course will be regarded as a first aider. (NB the one-day Emergency First aid course is not sufficient).

A list of first aiders will be prominently displayed in the school office and staffroom, along with their training renewal dates. The complete list is included as an Appendix in the Guidance Note, and includes both (a) First aid trained staff and (b) Paediatric First aid trained staff.

The Head teacher will nominate a member of staff to ensure that first aid materials are inspected on a regular basis, not less than once per half term and stocked up. A list of first aid boxes will be prominently displayed in all rooms.

As per the internal Guidance Note, all staff may treat children for minor ailments and accidents. Children and visitors may not give any treatment to other children, other than in life-threatening situations. Before applying adhesive plasters staff must check that children are not allergic to these.

It is vital that staff do not administer any medication however common, unless specifically instructed to do so. Doing so may constitute a serious disciplinary issue and may endanger the life or health of the child.

¹ This document is part of the LA Health and Safety Management System, under which health and safety at Portway Primary School is managed.



Our management of first aid on school trips

On every school trip, we have a trained first aider, who is available at all times. Staff to pupil ratios ensure that this person is also able to accompany any child who takes ill/is injured, should they need to leave the trip prematurely.

A fully stocked first aid bag must be taken on school trips. Any inhalers and medication for specific children must also be taken.

Should an incident or illness occur whilst on the visit, the responsible adults on the visit should ensure that appropriate action is taken (e.g. administer first aid, contact school to arrange contact with the child's parent/carer, call an ambulance etc.) On return to school, a Portway Primary School Incident/Illness Report Slip must be completed, a copy of which is passed to the child, so as to inform his/her parent/carer.

Note that should a serious incident/illness occur on a visit ('serious' is defined as either (a) requiring treatment by paramedics at the scene and or (b) hospitalisation for any length of time), a School Incident Form (SP137) must be completed on return to school. The form should be passed to the EVC with a copy of the Risk Assessment and a record of the event. A copy must also be passed to Newham's Children and Young People's Services.

Procedure for administering first aid at school during the school day

As part of our duty of care to our children, we have (a) arrangements in place for dealing with first aid at school, (b) a list of designated first aid contacts (by year group) and (c) a listing of all staff who have received first aid training. The notes below provide further detail.

A summary of the steps we follow is outlined below:

- During lunchtimes and playtimes qualified first aiders are in the playground.
- If the designated first aider decides that the child needs first aid, then they will administer it at the scene (as they all carry first aid kit) or be taken to the medical room to administer first aid.
- Apart from lunchtime, the responsibility for the welfare and safety of children in their class lies with the class teacher, class room assistant and the designated first aider in the key stage area.
- It is the class teacher's responsibility to ensure that the children in their care receive first aid treatment if necessary.
- If a child is injured during teaching time, the teacher in charge will request the assistance of a trained first aider in the classroom.



- If a child sustains a minor injury during teaching time, the teacher should send him/her to a designated first aider. An adult should accompany all children who need to seek first aid assistance.
- After treatment, the designated first aider will take the child back to the class and inform the teacher.
- If the child is sent home, or taken to hospital, then the designated first aider will inform the class teacher.

