

Mulberry Wood Wharf Primary

First Aid Policy

Approval Body: Mulberry Wood Wharf LGB

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Policy Version:3

Mulberry Wood Wharf Primary First Aid Policy responsibilities

The governors of the school have a duty as an employer to assess and implement arrangements for First Aid within the school

In the school environment, the head teacher has the responsibility of providing trained First Aiders

At present there are two categories of First Aiders:

1. A designated First Aider who has either a current First Aid at Work or Paediatric certificate issued by the HSE approved trained or consultant
2. A trained and accredited Mental Health First Aider

Who can be a First Aider?

Unless First Aid cover is part of a member of staff's contract of employment, people who agree to become First Aiders do so on a voluntary basis.

When selecting First Aiders, governing bodies/ head teachers should consider the individual's:

- Reliability and communication skills;
- Aptitude and ability to absorb new knowledge and learn new skills;
- Ability to cope with stressful and physically demanding emergency procedures

A First Aider must be able to leave to go immediately to an emergency.

Contacting First Aid personnel: if unsure then the office will contact a qualified First Aider within the school

Procedure for treating casualties in school

- All accidents in the school must be reported and entered on to the accident form by the person that is treating the casualty
- We have designated First Aiders who are available to treat more serious injuries. These people are named on the First Aid notices displayed around the school.

- A person who has minor injury will be treated by a First Aider, the time of the incident, all treatment given and cause of the accident will be logged on the First Aid form by the person who is treating the casualty.

- For head injuries, as well as entering the injury in the accident book, a member of SLT must be informed of the injury. Parents and carers will be called to inform them of the head injury. First Aiders should also inform class teachers of the bump and should monitor the child for two hours after the incident as directed by the First Aider. The letter should be given to parents or carers at the end of the school day. The letter should include the time the head injury took place.

- All major injuries will be dealt with by the designated First Aiders and recorded on the First Aid form.

- In the case of a serious injury and if child or adult has been taken to hospital in ambulance the head teacher/ SLT member will complete the borough's accident/incident database form and notify Health and Safety department of all ill health conditions and dangerous occurrences etc

Children with Special Needs

Person with Responsibility: Anne Grimwood (SENDCO) and Sarah Jane Bellerby (Executive Head Teacher)

It is the responsibility of the Inclusion leader to ensure that a risk assessment and subsequent care plan is in place before the child enters the school. Each class teacher must be given a copy which they should familiarise themselves with this information and keep it in an easily accessible place.

Resources

Person with responsibility: Paula Torley

There is a person who is designated in charge of First Aid and who is responsible for ensuring that the equipment and resources are adequate and appropriate. There is a budget for First Aid.

- First Aid notices with the names of all trained staff must be displayed around the school in prominent positions
- First Aid boxes are in central places – in the medical room and in the main classroom.
- The person in charge of First Aid will supply a list of what is expected to be in the First Aid carry bags
- The evacuation grab bag will include a First Aid kit
- Wherever there is a chance of someone being burnt, red First Aid boxes for burns, must be positioned – staffroom and school kitchen

Monitoring of the above will take place each half term

Teaching Staff responsibility

- Each class teacher is supplied with a carry bag for First Aid for educational visits. It is the responsibility of the teacher to ensure that it is kept stocked
- Each class teacher must be aware of any special equipment that a child in their class needs when making an educational visit. This should be included on the risk assessment

Storage

- The First Aid cupboard is located in the storage unit in the first aid room. This allows access to the disability toilet if water or privacy is needed.

Defibrillator

- There is a defibrillator based on site
 - Staff who have received paediatric first aid training and first aid at work training are trained on how to use the defibrillator machine
 - The defibrillator battery is checked each term by the site manager

First Aid Room

- The First Aid room will be used if a child or adult has sustained an injury that requires more than a few minutes basic First Aid in the location e.g. if a child falls and hurts their knee in the playground. The First Aider may clean and wipe the knee in the playground.
- The First Aid room is located opposite the children's toilets. People receiving First Aid should be taken to this room to ensure privacy.

Mental Health First Aid

- Mulberry Wood Wharf is committed to supporting all staff's well-being and mental health. We have a number of initiatives in place to support staff well-being (see well-being charter)
- Trained Mental Health First Aiders are available in school to support colleagues who may be in need of intervention concerning their mental health
- The Mental Health First Aider is currently the headteacher
- Mental Health First Aiders will use the mental health care plan to start discussions with colleagues about any perceived mental health concerns, check for any immediate concern to harm and signpost to services for support
- Staff may also choose to approach the Mental Health First Aiders if they feel they need support
- Mental Health First Aiders are also tasked with removing the taboo around discussing mental health and promoting a positive view on discussing mental health in the workplace.

Location of the School

- If an ambulance is needed then it should be directed to 2 Lawn House Close, E14 9YQ