

St. John's CE Primary School
Friern Barnet

First Aid Guidance

Because of our concern for the well-being of all in our school community, St. John's CE Primary School is committed to the provision of effective first aid for all students, staff and, where reasonably possible, for visitors as well. Our aim is to provide professional and appropriate first aid and to secure 'secondary' aid when necessary as quickly as possible. We seek always to treat a casualty, relatives and others involved in an incident with care, compassion and courtesy.

General Policies

St. John's CE Primary School will ensure that:

- a sufficient number of staff (i.e. so that a qualified first aider is on site for the duration of each school day) are adequately qualified in first aid and therefore able to provide treatment in a professional manner.
- 'duty first aiders', with the lead responsibility for provision of first aid, are identified.
- first aiders regularly review their first aid skills, including refresher training courses.
- first aid information is readily available and that all users of the school know how to call for help.
- first aid kits for minor injuries are available for use throughout the school and they are regularly maintained.
- first aid 'accident books' are readily available and that recorded incident forms are kept on file.

EYFS Provision

St. John's CE Primary School complies with all first aid requirements for the EYFS. To this end we will ensure that:

- At least one person who has a current paediatric first aid qualification must be on the premises whenever children are present. This will apply also to offsite trips. First aid training will be provided by the Local Authority and will be consistent with EYFS requirements.

First Aid Procedures

- Once informed of an incident the duty first aider will go to the casualty (ies) without delay and provide appropriate care.
- Secondary aid will then be sought if necessary.

- If secondary aid is sought a parent/guardian (or other appropriate adult) will be informed immediately.
- If an appropriate adult cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed appropriate.
- All appropriate precautions will be taken by staff when cleaning up after an incident involving blood, vomit, etc. They will ensure gloves are worn and use detergents to disinfect the area.
- The first aider who handles an incident will record what happened in an 'accident book', which can be found in the medical room. Maintaining records of accidents is a statutory obligation.
- Where there is a head injury a letter indicating what happened and what symptoms parents/guardians should watch for will be sent home. Such children will be given an 'I bumped my head' sticker as a reminder to staff and parents/guardians to be alert to worsening symptoms
- Where a head injury has been reported but no visible evidence of injury found, then the following procedure is followed:
 - A 'no sign of injury' is recorded
 - A letter indicating this is prepared for the parents and a 'I have been to the medical room, please monitor me' sticker given to the child as a reminder to both staff and parents alerting them to the possibility of worsening symptoms.
- An ambulance will be called in the event that we feel doubtful about our ability to treat an injury.

In the event of a pupil feeling unwell during a lesson, he/she should be attended to by a first aider the school welfare, headteacher or school secretary. The student may be permitted to rest in the designated 'sick room'. If deemed necessary, the parent/guardian will be notified and the pupil sent home.

Training for Staff

First Aiders: 'First Aid at Work'
 'Paediatric First Aid'
 'Emergency First Aid'

First Aiders complete the training relevant to their responsibilities and renew on a rotational basis, as and when needed. This is monitored by the Welfare Co-ordinator.

All Staff: annual Epipen training by a school nurse organised by the Welfare Coordinator