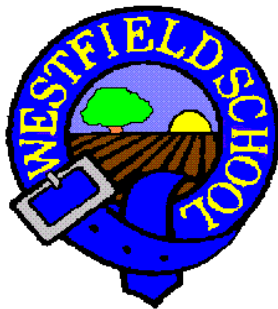


### First Aid Policy

- ◆ A copy of the First Aid policy is attached.
- ◆ **The Designated First Aiders are Mrs Edmond and Ms Grainger**
- ◆ **All staff receive update first aid training as part of CPD.**
- ◆ First aid boxes are kept in the main office and the infant staffroom. There are also class based first aid boxes. First aid boxes for school journeys are kept in the main office.
- ◆ All lunchtime supervisors and staff on duty carry instant first aid packs.
- ◆ Minor injuries may be dealt with by members of staff.
- ◆ Plastic gloves are available and should always be worn when dealing with body fluids.
- ◆ If an ambulance has to be called please note the time the call was made and the time the ambulance arrived.
- ◆ If relevant, an accident form should be completed, in triplicate, for each incident. The forms are kept in the office and the accident book is located there.
- ◆ It is the policy of the school that **parents are notified of all head injuries**. There are head bump forms and all staff can access these as they are in the staffroom first aid box and in staff shared area on the network. These are to be used if in our judgement there is no necessity to request that the parent be called in. Parents should be notified of other injuries which cause the child some distress but you will have to use your judgement so as not to alarm parents unnecessarily. If in doubt refer to Mrs Hickey or a designated First Aider.
- ◆ If parents cannot be contacted a note informing them of the injury should be sent home with the child. A supply of pre-printed forms is kept pinned in the photocopy room.
- ◆ If a parent cannot be contacted and it is considered that the child needs to go to the hospital; the Headteacher, Deputy Headteacher or member of the SLT will take the child, acting 'in loco parentis'.
- ◆ During the lunchtime session, the Senior Midday Supervisor should consult one of : The Headteacher, Deputy Head teacher or the designated first aider **before** a parent is contacted.



## WESTFIELD PRIMARY SCHOOL

### FIRST AID POLICY

Under the Health and Safety (First Aid) Regulations 1981 there is a general duty on employers to make adequate first aid provision for their employees should they be injured or become ill at work. The Buildings, Health and Safety at Work sub-committee of the Governors of Westfield School and the headteacher have determined the following requirements necessary under this legislation:-

First Aid Boxes are located: In classrooms and in the office

Accident Report Book: A report book will be kept with each first aid box.

- ◆ Any employee requiring treatment for minor injuries should contact the designated first aid for assistance if required.
- ◆ The work of first aiders is supplemented, when necessary, by the accident and emergency facilities of the District Health Authorities within the Humberside area. Detailed below are the facilities relevant to Westfield School and their times of operation. In very serious situations dial 999 for the ambulance service.

a) East Yorkshire Health Authority

Beverley Community Hospital, Monday to Friday, 9.00 a.m. to 12.30 p.m.,  
1.30 p.m. to 5.00 p.m.

b) Hull Health Authority

Hull Royal Infirmary, 7 days per week, 24 hours per day.

Adequate and appropriate first aid provision will be made for employees sent to work away from the establishment. However, requirements will vary according to the nature of the work, activity and whether the employees work alone or in a small or large group.

In remote areas where access to accident and emergency facilities may be difficult, first aid equipment will be carried by or made available to employees.

#### Extra considerations when dealing with children

Children in school are not covered by the above regulations but all adults in schools have a duty to care for children in school. The following points must be taken note of and acted upon

- ◆ If, following a 999 emergency call having to be made as a result of an injury or illness suffered by a child, the child has to be taken to hospital and no responsible adult can be contacted, then a member of staff must accompany the child to hospital.
- ◆ A first aid kit must be taken on all school outings and the kit shall contain the items shown in Appendix D of Humberside County Council Welfare, Health and Safety Circular 3/92.
- ◆ A list of children with ailments which may require specialist treatment will be kept in the staffroom, class registers and the school office and must be taken on all school outings.

#### Disposal of contaminated waste

Materials which have been used to treat ill or injured people, particularly those contaminated with body fluids, must be deposited in the yellow plastic bags provided in the staff toilets.

A note must be made of the materials included in each bag in order that the collection service can be informed of the contents.