



Discovery Schools
Academy Trust



Woolden Hill Primary School

Achieving Success, Creating Futures Together

First Aid Policy

Approved by: Candi Norman

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Last reviewed on: 19.04.24

Next review due by: August 2025

First Aid

The staff at Woolden Hill primary school accepts its responsibility towards First aid and will provide materials, equipment and ensure that children and staff are treated in the most appropriate environment available.

Accident Procedure

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In some cases accidents can be avoided and it is our intention to prevent as many as possible.

Responsibility

It is the responsibility of Woolden Hill staff to manage the risk of accidents by:

- Maintaining the condition of the premises and equipment, conducting regular checks.
- Maintaining an appropriate level of supervision of the children.
- Risk assessing the play, activities and environment where necessary.

General Principles

- Trained first aiders are available at all times to deal with accidents and injuries.
- First Aid kits are available in key areas around the premises, as well as, single person first aid kits worn by staff for break and lunch times and also in first aid bags in classrooms for any out of classroom activity.
- Regular monitoring of first aid boxes is carried out by an appointed member of staff.
- Replenishing of first aid boxes is the responsibility of an appointed member of staff.
- Prevention of infection and cross-contamination guidelines are adhered to by using gloves, aprons and disposing of contaminated waste appropriately.

Treatment of Accidents

First aid is defined as the 'help given to a sick or injured person until full medical treatment is available'

- Staff who are trained first aiders have the responsibility of assessing and dealing with incidents, preventing the situation from worsening and promoting recovery.
- First aiders will provide effective first aid for minor injuries.
- If the accident is more serious, emergency treatment will be administered before contacting 999/112 and until professional help arrives. Parents/Carers will be contacted following emergency services.
- First aiders accurately report and record incidents and accidents, whilst maintaining confidentiality.

Record Keeping

- An accurate account of the accident will be recorded in the accident book, as soon as possible after the event. This is to include the child's name, Year Group, Time, Description of accident and details of any injuries, treatment given and is signed, see appendix 2.
- Incidents at playtime and lunchtime are recorded in a separate book, parents and carers are informed via Schoolping if their child has received first aid.
- Incidents in the classroom are recorded in the class first aid book and staff will talk to the parent/carer at the end of the day.
- An accident form for Parents/Carers is to be copied and shared with accidents that require out of school care (doctors, medical services or hospital) and the class teacher is to be informed.
- Parents/Carers will be contacted for significant injuries and head bumps via phone.
- Serious injuries which resulted in hospital treatment will be recorded on a web-based database as soon as possible after the event, this procedure will advise if the incident needs a RIDDOR report completing.
- All records will be stored safely in accordance with Data Protection Act 1998.

Appendix 1 – Example First Aid Incident Report

School Accident Report Form

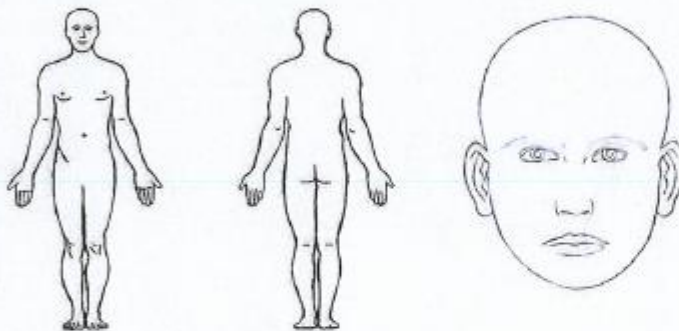


Name:		
Base:	Age:	Sex: M F (please circle)
Date:	Time:	Location:

Nature of Injury (please tick)

<input type="checkbox"/> Abrasion	<input type="checkbox"/> Bump	<input type="checkbox"/> Laceration	<input type="checkbox"/> Bruise
<input type="checkbox"/> Strain	<input type="checkbox"/> Fracture	<input type="checkbox"/> Sprain	
<input type="checkbox"/> Concussion	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Puncture	<input type="checkbox"/> Burn
<input type="checkbox"/> Other (please specify)			

Part of Body Injured (please indicate on diagram)



Kind of Accident (please tick)

<input type="checkbox"/> Bump	<input type="checkbox"/> Bite	<input type="checkbox"/> Fall/ Slip	<input type="checkbox"/> Struck by object
<input type="checkbox"/> Other (please specify)			

Describe the accident in the child's words.

Was first aid given? Yes / No

Description of first aid given

Was parent or other responsible person notified by phone? Yes / No By whom? _____

Was a Letter sent home? Yes / No

Name & signature of first aider:
