



GEORGETOWN PRIMARY SCHOOL

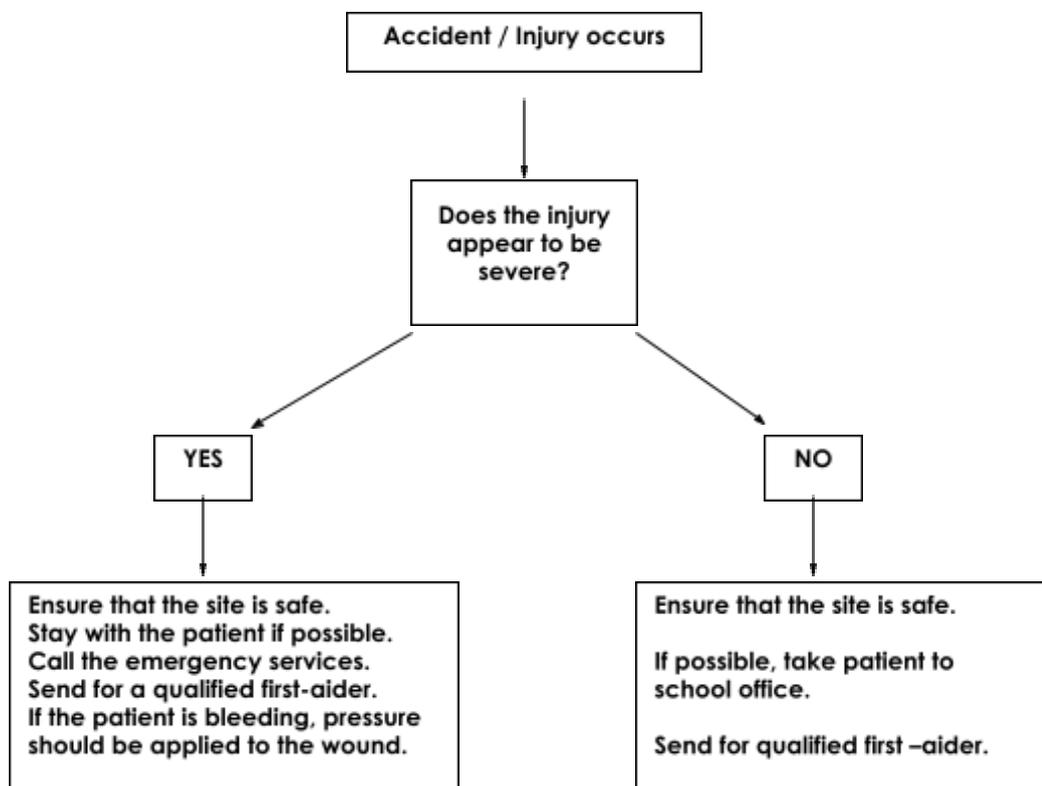
FIRST AID POLICY



To ensure that all individuals on the school premises who sustain injury are treated in the most appropriate manner staff should be aware of the following;

Routines and Procedures

In the event of an injury the staff on the scene should make an on the spot assessment in keeping with the diagram below:



Qualified First Aiders:

**Miss Hayley Kaya
Mrs Beverly Amos
Mrs Lindsey Hatherall
Mr Daniel Powell
Mr Julian Rogers
Mrs Carole Williams**

When treating injuries, first-aiders must observe the following rules:

1. The routine treatment of injuries must never be entrusted to pupils.
2. Disposable gloves must be used when blood is present.
3. Clean wounds with antiseptic wipes. Do not use any ointments in case of allergies.
4. Minor cuts may be dressed with a plaster only if the child does not suffer from an allergy.
5. Disposable cold compress packs are available from the fridge & freezers. Following use they must be disposed of immediately.
6. Following treatment, a brief description of the injury and how it was treated **must** be shared with the class teacher so that parents can be informed.
7. If the injury appears to be serious (one which probably requires hospital treatment), an official accident form should be filled in. In the case of employees, a form should always be filled.
8. All head injuries regardless of severity must be notified to the school clerk who will contact the parent/carer.

Roles and Responsibilities

1. It is the duty of **all members** of the school community to ensure that any injured person receives first aid as rapidly as possible.
2. In the event of an injury, pupils should always be accompanied to the main foyer by a member of staff. If the injury requires anything more than a brief treatment, duty staff should request help and return to the playground.
3. It is the duty of all staff supervising children to administer basic first aid – minor cuts, grazes and bruises.
4. In the event of more significant injury, it is the duty of the school's **qualified first-aiders** to administer initial treatment and to assess the need for follow-up treatment.
5. It is the **duty of the Headteacher, Deputy Headteacher** (or in their absence a senior member of staff) to agree a follow up course of action. This may be:
 - Return to play or class.
 - Call parent / guardian to decide on course of action
 - Transport to hospital. If this is by car staff should ensure that their insurance is valid.

6. It is the responsibility of the **First Aid Co-ordinators Mrs Beverly Amos** and **Mr Daniel Powell** to ensure that first aid boxes are stocked according to the list agreed (if heavy usage has depleted boxes the First Aid co-ordinator should be informed).
7. It is the duty of the **Headteacher** to ensure that there are sufficient trained and qualified staff to meet the needs of the school and to comply with statutory requirements.

Signed:

Headteacher: L.Thomas	September 2022
Chair of Governors: J D'Amato	September 2022