



AVONDALE PREPARATORY SCHOOL

First Aid Policy

1 Introduction

This policy should be read in conjunction with our Health & Safety and Health, Safety & Welfare policies. It seeks to clarify how staff should deal with an injury or accident which requires some form of treatment.

2 Aim

We aim to minimise any pain or discomfort suffered by a child, member of Staff or adult whilst in our care and make them comfortable as quickly as possible.

3 First Aiders

Twelve staff members have completed Full Paediatric First Aid Training, with their certificates kept on file. The remaining staff have undergone Basic First Aid training. While we do not have a designated medical room, we offer various facilities depending on the situation. If a child or adult requires privacy or a quiet space to sit or lie down, the Head's Office is available, with an adjoining toilet and wash area for convenience. All accidents, no matter how minor, must be reported by completing an accident report form. Near misses, potential hazards, and any damage should be reported immediately. Parents will be informed as appropriate, following school policy, and must be notified within 24 hours.

4 First Aid Kits

First Aid boxes are available and are looked after by the nominated First-Aider- Mrs Cathy Nufer. All First Aid boxes are listed in the Office and the nominated First-Aider is responsible for checking and replenishing stock. First Aid boxes are allocated in all EYFS rooms, Mini-busses and in the main office.

5 First Aid Procedure

- In the event of a person being injured, an assessment of the situation needs to be made by a supervising adult. The first priority is to prevent a further problem arising by ensuring the injured person is helped.
- If the situation requires, an ambulance must be called immediately. Parents of the child should then be contacted.
- Minor injuries (e.g. a graze) are dealt with by the member of Staff on duty with referral to a qualified First Aider if advice is needed (e.g. a bump to the head).
- In line with current professional advice, minimal intervention is used, i.e. fresh water to clean a wound, no dressing unless really required. Ice packs are available from the freezer in the School Kitchen should these need to be applied to bumps or swellings. Breakable ice packs are made available for school outings.

- A medical form (completed by the parent/s when a child joins the School) is kept in the School Office. Reference can be made to this if necessary.
- The Class Teacher should be informed of the incident and the treatment given and this information passed on to the parent/s at the end of the School day.
- If there is concern that a medical opinion should be sought, the parents should be contacted by telephone and, if necessary and by agreement with the parent/s, the child transported to the doctor or hospital by car. A child's medical form should be taken with the child.
- **Any accident for which First Aid is given must be reported on an Accident Form.** The book is kept in the hallway dresser with the class registers and should be filled out by the person dealing with the accident as soon as possible after the incident (It should be seen by the parent in a period no later than 24 hours). The completed form should be sent to the School Office for filing.
- If the accident is Notifiable, the Co-Headteachers must arrange for the incident to be reported to RIDDOR or the appropriate body.

Revised September 2024

Signed as read:

Signature: _____ Name: _____ Date: _____