



Waterloo
Primary Academy

First Aid Policy

Approved & Adopted: September 2016

Responsible Personnel: Dave Woodcock

Policy Last Reviewed/Approved: September 2023

Review Period: Annual

Review Date: September 2024

Introduction

Waterloo Primary Academy has a responsibility to protect the health and safety of each individual at all times. The First Aid Policy is important not only for children, families and educators, but relates to every person who enters Waterloo Primary Academy.

The First Aid Policy, procedures and practices are designed to support Waterloo Primary Academy to:

- ensure that ill or injured persons are stabilised and comforted until medical help intervenes
- apply further first aid strategies if the condition does not improve
- ensure that the environment is safe and that other persons are not in danger of becoming ill or injured

First Aid Qualification

- at all times, at least one qualified first aider will be available to supervise children.
- first aid qualifications are acquired through a recognised instructor and regularly updated.
- first Aiders and some members of staff may be required to have extra training to accommodate individual children's medical conditions

The following incidents are examples of when first aid is required:

- life threatening injury or illness, such as loss of consciousness leading to respiratory or cardiac arrest.
- choking and/or blocked airway
- allergic reaction, such as anaphylactic reaction to nuts or bee stings
- injury to the head, back or eye
- bleeding or bone fracture
- high temperatures and febrile convulsions
- asthma attack
- burns (including sunburn)
- excessive vomiting leading to dehydration
- epilepsy
- poisoning from hazardous chemicals substances

First aid, Action, Response

All first aiders are qualified in assessing an incident and making an informed decision on the relevant course of action.

The first aiders at Waterloo Primary Academy are listed in every classroom and in other areas around school.

Specialist paediatric first aiders are listed in every classroom.

First Aid Kits

First Aid kits are located in the medical room, Nursery and every classroom.

Staff are informed of the location of the first aid kits, this is included in the induction procedure for staff, students and volunteers.

First aid kits are stocked at the beginning of the term and replenished as and when required by the Lead Sports Coach. The main stock for first aid is located in the medical room which is monitored by staff and ordered when required.

Out of date stock is taken to the local pharmacy for dispensing.

First responders on the playground have first aid kits on them at lunchtimes.

Recording Accidents

Accidents should be recorded as soon as possible following the incident, using the first aid reporting books. When recording an accident, staff should:

- complete the first aid book with as much detail as possible
- provide the child with a copy of the first aid slip and contact the parent/carer if there is any doubt that the injury might be more serious
- ensure parents/carers are contacted when any head injury occurs

In all cases beyond minor incidents, an accident/near miss form should also be completed and forwarded to the Business Manager.

Personal Protection

First aiders should understand the importance of minimising cross infection while providing a basic level of infection control.

Illness

Parents/carers should be contacted by the class teacher/LSA if a child is feeling unwell.

Defibrillators

Members of staff with current first aid certificates have undergone defibrillator training. There are three defibrillators in school. One is positioned in the Old Hall next to the computer, one is positioned in Reception, between the two classrooms and one is outside of the sports hall by the lift.

The need for an ambulance

An ambulance should be called when you feel there is a risk to any individual on the premises of Waterloo Primary Academy (for example).

- difficulty breathing, shortness of breath
- chest or upper abdominal pain or pressure
- fainting
- sudden dizziness, weakness or change in vision
- sudden, severe pain anywhere in the body
- bleeding that won't stop
- severe or persistent vomiting
- coughing up or vomiting blood
- bone fracture

Documenting HSE procedures and practices

Documentation specific to this policy includes:

- first aid plans for hazardous chemicals and substances attached to Material Safety Data Sheets (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) RIDDOR, which is reported through the local authority.
- incident reports detailing first aid practices.

Education Visits

Please see the Outdoor and Off-Site Educational Activities Policy.