

First Aid Policy

- 1) We aim to provide a safe environment for pupils and staff to learn and work, and as part of this to provide appropriate first aid from trained staff when appropriate.
- 2) To achieve this we ensure all teaching and office staff have regular paediatric first aid training and emergency first aid at work training and this is backed up by access to first aid materials in the school hall.
- 3) We specifically asks parents' permission to authorise the school to administer first aid to children in loco parentis. Staff do this according to the best practice information given at their first aid training sessions. This is supported by sets of first aid guidance notes kept in the school hall.
- 4) First aid can be applied by all trained members of staff at any time during the school hours.
- 5) If a child requires medical treatment beyond first aid (as defined by our staff first aid training courses) a teacher will contact the child's parents to ask for them to collect the child and take them for medical treatment. If the parent is unable to do this or to be contacted, or if the injury were to be severe, then the Head Teacher, or her nominated deputy, will arrange transport (or transport the child themselves) to the local A & E department at West Middlesex Hospital or the minor injuries clinic at Roehampton Hospital.
- 6) If a member of staff requires medical treatment beyond first aid (as defined by our staff first aid training courses) the Head Teacher will call the staff member's nominated emergency contact to ask for them to collect them and take them for medical treatment. If this person is unable to do this or to be contacted or if the injury is severe, then the Head Teacher will arrange transport (or transport the member of staff themselves) to the local A&E department at West Middlesex Hospital or the minor injuries clinic at Roehampton Hospital.
- 7) Any major incident or accident is entered into the Accident Book, investigated by the Head Teacher, and the Head Teacher will as soon as possible contact the parents and stay in touch with them until the child is recovered.
- 8) All medication and/or treatment given to children is noted in the Accident Book.
- 9) In the case of the spillage of blood or body fluid, absorbent material kept in the first aid cupboard must be used to solidify it and clean and dispose of it safely, using latex gloves.