



First Aid Policy

Date of next policy review	2022
Name of person responsible for this policy	Christopher Fulton
Other related policies	Pastoral Care, Intimate Care
Issued to	Staff, governors, parents
Date of issue	September 2020

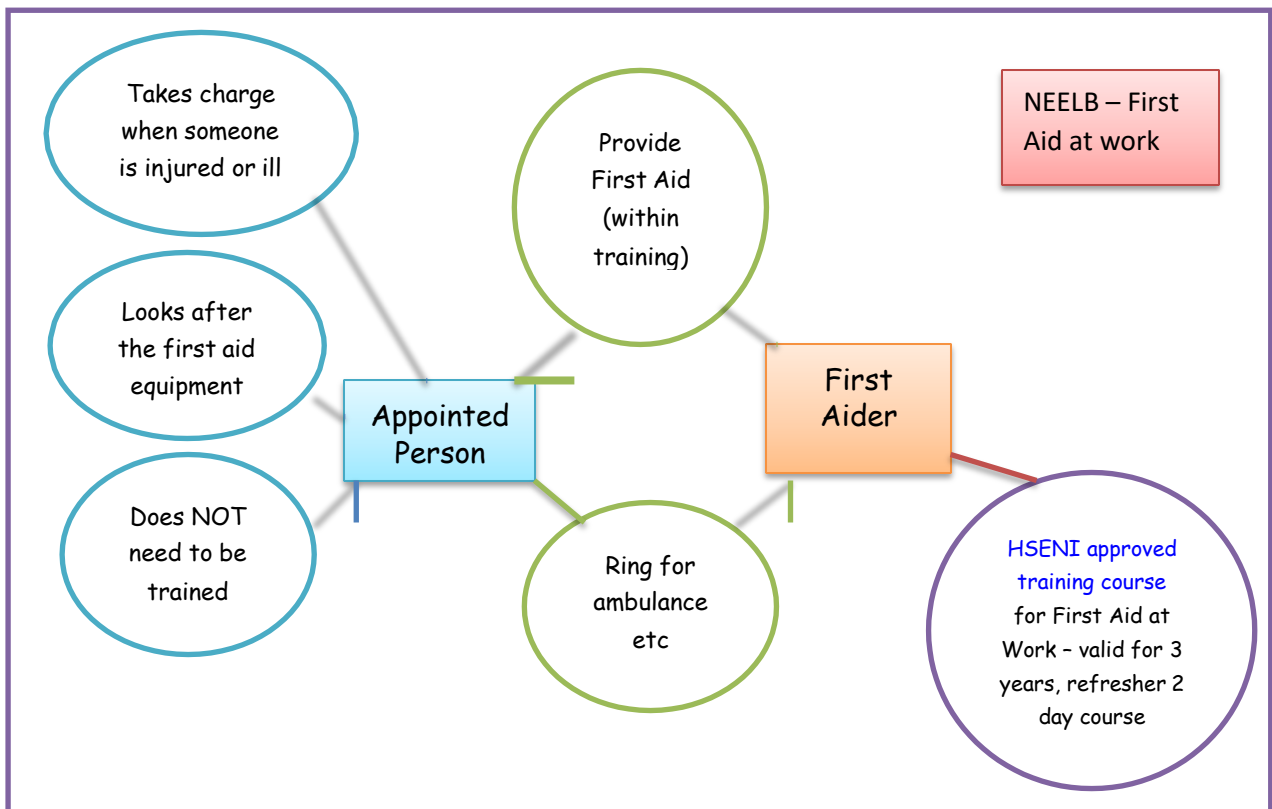
First Aid saves lives and prevents minor injuries becoming major ones. In Victoria Primary School, we are committed to providing adequate and appropriate equipment and facilities in our school.

The minimum first-aid provision is:

- a suitably stocked first-aid container
- an appointed person to take charge of first-aid arrangements
- information for employees on first-aid arrangements

FIRST AID BOX LOCATION:

Top Corridor
Bottom Corridor
Medical Room



The Appointed Person and First Aider:

Mrs Evans / Mrs Montgomery / Mrs
McIlwrath / Mrs Galbraith / Miss Minnis
/ Mrs Dempsey
Heartstart Training Annually - Mrs Dick /
Mrs Hutchinson

THE FIRST AID BOX CONTAINS:

- One guidance card;
- Twenty individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads, with attachment;
- Six individually wrapped triangular bandages;
- Six safety pins;
- Six medium individually wrapped sterile unmedicated wound dressings
- Two large sterile individually wrapped unmedicated wound dressings (approx 13cm x 9cm)
- Three extra large sterile individually wrapped unmedicated wound dressings (approx 28cm x 17.5cm).



MEDICAL INFORMATION

Available in staffroom to provide contact information and emergency instructions for children with medical needs e.g. anaphylaxis, asthma, diabetes.

HYGIENE AND INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings.

RECORDING AND REPORTING

Any incidents requiring treatment are entered in the Accident Book

This should include:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

Addendum To First Aid Policy In Light Of Covid-19

The full policy reflects our school's commitment to first aid, however, in light of Covid-19, the following changes are required and are outlined in this addendum:

- All members of staff providing first aid to children must wear full PPE including, mask, visor, gloves and apron.