



First Aid Policy

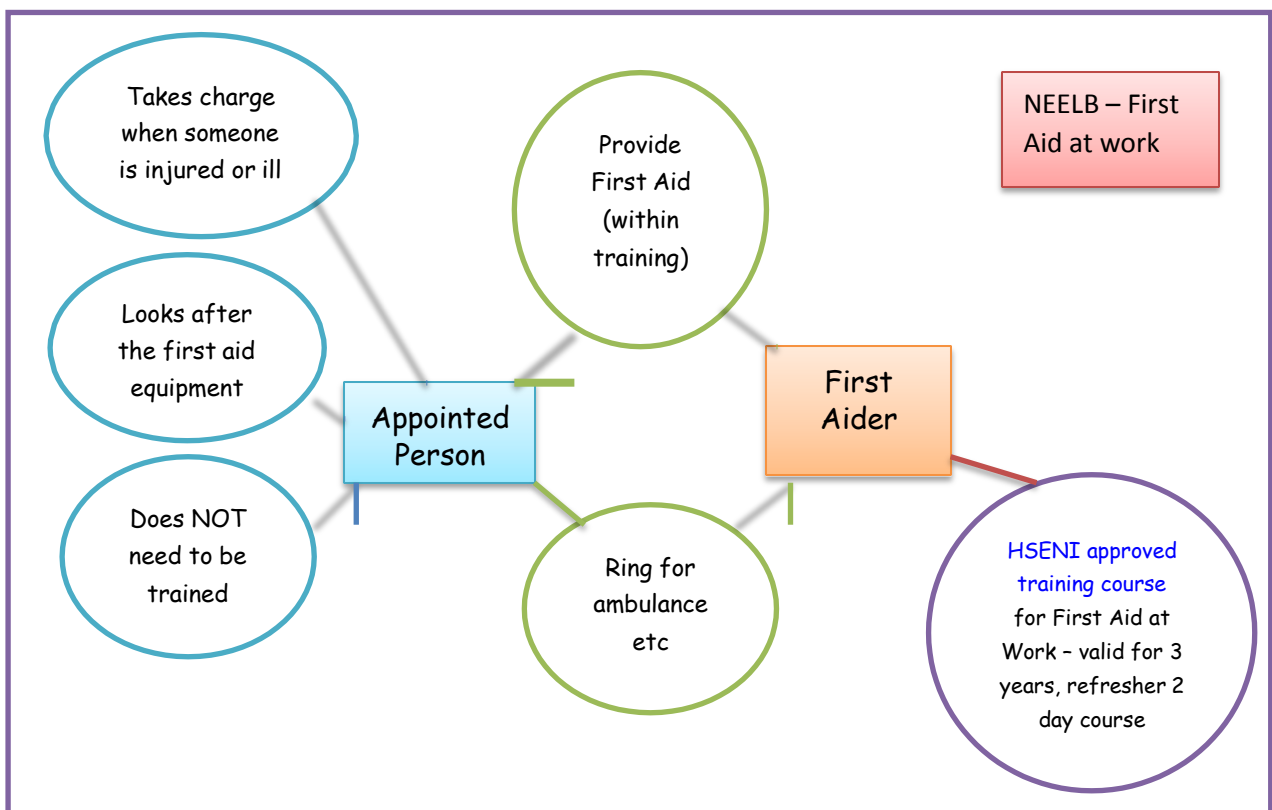
Date the policy came into effect	February 2018
Date of next policy review	2020
Name of person responsible for this policy	Christopher Fulton
Other related policies	Pastoral Care, Intimate Care
Issued to	Staff, governors, parents
Date of issue	February 2018

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:
Multi-Purpose Room



The Appointed Person and First Aider:
Mrs Evans / Mrs Montgomery
Heartstart Training Annually - Mrs Dick /
Mrs Hutchinton

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.