



**Name of policy: First Aid**

Version	Date	Approved by governors	Description
1.1	Nov 2010	02.12.10	Approval version of First Aid Policy for Governors
1.2	January 2014	Spring 2014	Amendment to qualified first aiders
1.3	November 2017	04.12.17	Review of policy – amendments made to some of the first aid areas and the new first aid duplicated slips

**This policy is due for review on: Autumn 2019**



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## First Aiders

Administration of First Aid within the School should, wherever possible be carried out by one of our nominated first aiders.

The school's policy is that all staff are first aid trained on a three-year rolling programme.

## First Aid equipment

Please would all staff acquaint themselves with the position of First Aid Boxes:

**F1/Nursery** : The first aid cupboard is located in the wet room next to kitchen area.

**F2/Reception** : The first aid area is located next to the kitchen area just outside the F2 Classroom gates.

**Key Stage 2:** The medical room is located by the sink in the Key Stage 2 Library Area.

**Breakfast Club/Wrap Around / After School Club** : The First Aid area is located by the kitchen in the Play Room.

**Portable First Aid Kit:** There is a portable First Aid kit which should be used for school trips. Please see the office.

First Aid items are located in these areas, together with a list of First Aiders, and a list of medical information for relevant children and the standard contents of the kit.

Please ensure details of any first aid given is recorded in the First Aid Record Book (duplicated slips kept with the first aid box), and if necessary parents are notified. For any bumped heads a tick in the bumped head box and a bumped head sticker must be given. For any serious incidents and/or broken bones an incident form must be completed by the office and sent to Wokingham Borough Council. Please liaise with the office to ensure this form is completed correctly.

During lunch times details of any First Aid given is recorded by the lunchtime controllers in the First Aid Record Book (duplicate slips), which are taken to the first Aid Areas in KS1 and KS2 at lunchtime. The Classroom Teacher should be informed of any incidents which take place during lunchtime.

All records are kept in the duplicated books until filled and completed books are archived accordingly.

Any incidents involving staff must be recorded in the Accident book held in the school office.

## Stock

Please ensure any depletion in stock is reported to the School Business Manager, who is responsible for replenishing the boxes and conducting a check of contents.

## **PPE (Personal protective equipment)**

Disposable gloves **MUST** be worn when dealing with injuries which involve any bodily fluids.

Sterile wipes and mouth guards should be used for any mouth to mouth resuscitation.

The appropriate disposal of cleaning and treatment resources is to be ensured at all times – there are disposal bins in the first aid areas.

## **Cleaning up bodily fluids**

If there are bodily fluids spilt use the “sanitaire” stored in the cleaning materials cupboard (near the main office - see the office for a key if caretaker is not available). Wearing disposable gloves, follow the instructions on the bottle to ‘soak up’ the fluids, and then use the labelled Dust Pan and Brush to sweep up the crystallised solution and dispose of in a nappy sack in the First Aid disposal bins. Please mark the area and advise the office so that the Cleaning Staff can be advised and clean the area appropriately.