

All staff of Tempo Primary School were trained in Emergency First Aid 30.08.23
Teacher in charge of First Aid; Mrs K Watters

First aid Policy



May 2024

Signed _____ (Chair of the Board of Governors)

1. Statement of Intent

At Tempo Primary School we are aware of our obligations under the Health and Safety (First Aid) Regulations, 1981 and guidance from EA to provide adequate and appropriate first aid facilities and personnel for members of staff, pupils and visitors. As a result, this Statement has been drawn up to outline the first aid arrangements which have been made in the school.

2. Principles and Practice of First Aid

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

3. First Aid Arrangements

Trained and Qualified First Aiders:

a) Trained and qualified First aiders are those members of staff who have attended a course of training on first aid (ie First Aid at Work or Refresher Course) and have a valid current first aid certificate issued by an organisation approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.

b) The First Aid certificate is valid for three years and must be updated by means of a refresher course.

c) The duties of the trained and qualified first aiders are:

i) to assess the situation where there is an injured or ill person

ii) to give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention.

iii) to arrange, without delay, for the casualty to be transported to a doctor, hospital, or home, according to the seriousness of the condition. The first aider's responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.

iv) ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes and kits, that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date which is shown on the packets.

First Aid Boxes, Travelling First Aid Kits and other Supplementary Equipment

The location of the first aid box, travelling first aid kits and other supplementary equipment are as follows: First Aid Boxes- Staff Room under display boards.

School Trips/Visits

The first aid requirements and procedures for calling for help or skilled assistance in the event of an accident or other emergency will be laid down when school visits are being planned to include educational visits abroad. First Aid provision must be always available while people are on school premises and off the premises whilst on school visits. Any trip involving a child who carries an Epi-pen must be accompanied by a member of staff trained in administering an Epi-pen.

Out of Hours use of School Premises

The level of first aid cover, first aid equipment and access to a telephone is in line with that required when the school is in use.

Contact with the Ambulance Service, Tempo Health Centre, SWAH

The Ambulance Service.

If an ambulance is required:

Dial 999 or 112

- Tell the operator that you want the Ambulance Service
- Give the telephone number shown on the phone
- Wait for the Ambulance Service to answer
- Give the address where help is needed
- Give any other necessary information.

Minor Accidents in School

Through the nature of their play, children can regularly fall and hurt themselves to varying degrees.

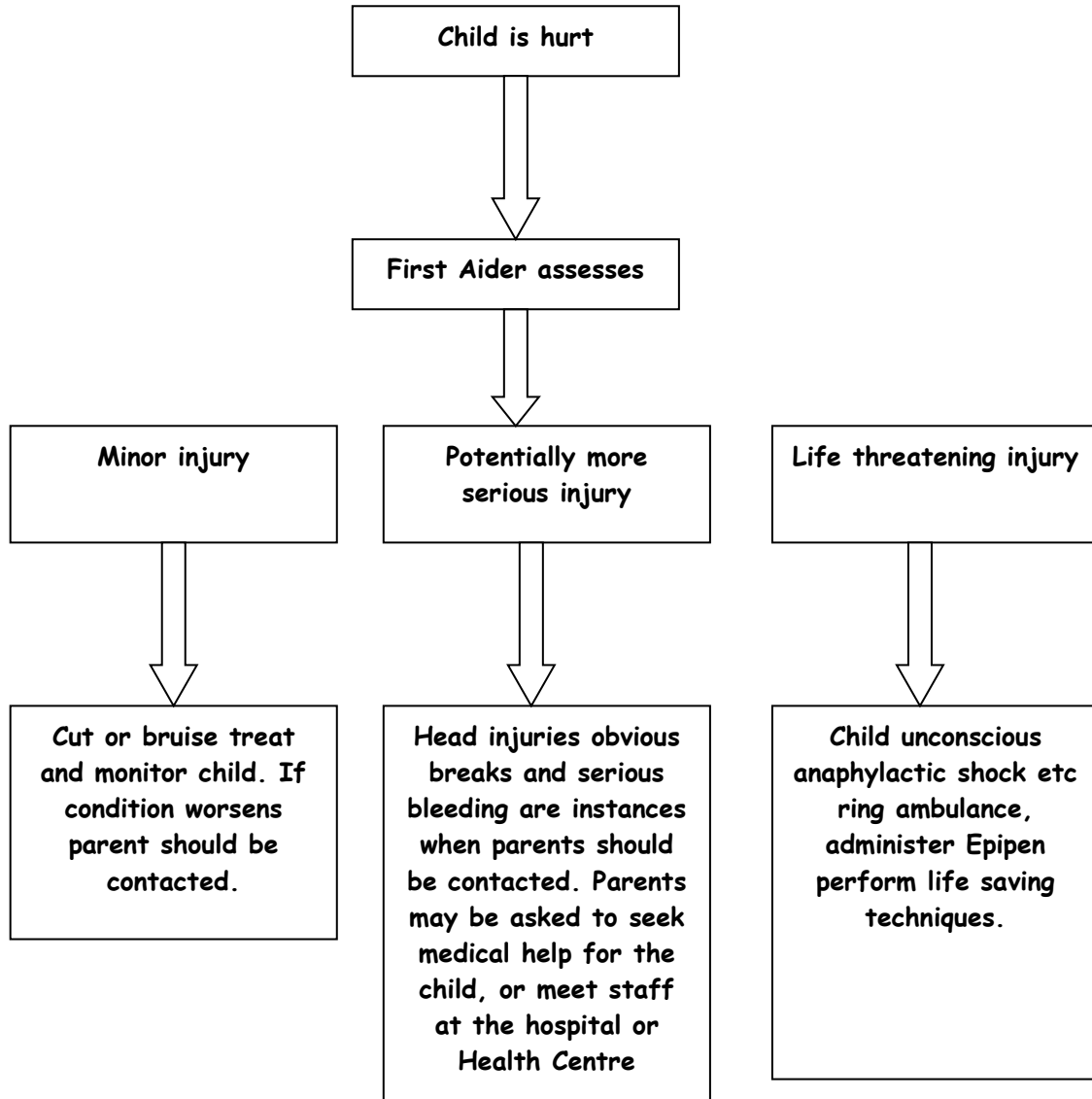
We at Tempo PS, with parents' permission can treat minor injuries such as cuts and bruises. All staff members are asked to have at least one other person present when they are treating a minor injury.

Teachers should consult with each other and the principal on potentially, more serious injuries in which case a parent may need to be contacted.

Most minor accidents do not require the child's removal from school; however the teacher should continue to monitor the child's condition, in order to gauge if the injury has gotten worse.

All injuries of a potentially more serious nature should be reported to parents or carers. Head injuries should be regarded as serious, and parents should be informed immediately.

All teachers are Heartstart trained practitioners and are qualified to administer life support techniques.



Not all injuries can be diagnosed easily. All staff should continue to monitor children if they stay at school in case the injury worsens in which case the parent may need to be contacted.
All accidents should be entered into the accident book and if necessary, a report made and sent to the EA Health and Safety Department

Designated teacher for Child Protection - Mrs K Watters
Deputy - Mrs A Erskine
Deputy - Mrs A Graham