



LATCHMERE  
ACADEMY TRUST

## First Aid Policy

Status	Statutory
Review Cycle	Annual
Date written/ last review	September 2019
Date of next review	September 2020

*NB: Throughout this document Latchmere Academy Trust may be abbreviated to "LAT"*

First aid is the care given to a victim of illness or injury until the arrival of an ambulance officer, nurse or doctor. A first aider should only hand over responsibility for the victim to a doctor, nurse or ambulance officer.

**(Quote Surrey Ambulance Service NHS Trust handbook.)**

**The three aims of first aid are to:**

Preserve life by keeping the victim safe and giving correct first aid

Prevent the condition from worsening by giving lifesaving first aid

Promote recovery by controlling bleeding or giving resuscitation, as required

**The ideal first aider is a person who:**

Can remain calm under stress

Wants to help others

Is a good communicator

Is ready to learn new first aid skills

Health and Safety legislation requires employers to provide adequate and appropriate first aid for any employee who is injured or becomes ill at work.

The first aider is also required to complete accident reports, to refer victims to an appropriate medical facility and to check and restock first aid supplies.

**In addition to the above duties, a first aider in school has a special duty of care to all the children.**

- All minor cuts and grazes need to be dealt with calmly and kindly and noted in the accident book.
- All first aiders should be able to assess children who are ill, ie have a temperature or are vomiting and notify parents or carers immediately, whilst comforting the child.
- There is a rota for first aiders on playground duty, which is shared by all first aiders.
- At all other times each first aider is responsible for any accident or emergency.
- Each first aider has had equal training.
- The Deputy Head teacher is responsible for organising training and retraining.

- First aiders also have a duty to give only prescribed medicine to children as necessary and instructed by parents / carers. Prescribed medication will be stored in the medical room.
- It is a parent's responsibility to provide their child's prescribed epi-pen / asthma inhaler and care plan and ensure that they are in date throughout the school year. These will be clearly labelled and kept in the designated area and checked regularly to ensure they are in date.

### **First Aid for off-site day visits, sporting and other activities**

- Basic first aid kits will be set up by the EVC (Educational Visits Coordinator) or first aider in the school office.
- The trip first aider is responsible for gathering together all the first aid requirements necessary for each off-site visit; this should include a basic first aid kit together with any pupil specific medical requirements such as epi-pens and inhalers.
- All medication, accidents and illnesses should be recorded on the appropriate forms.
- The basic first aid kit should be replenished by the trip first aider on arrival back at school and then returned to the designated area.
- All pupil specific inhalers and epi-pens should be returned to the designated areas on arrival back at school.

### **First Aid for Residential Visits**

- Basic first aid box for residential visits will be set up by the EVC or first aider prior to the visit.
- Parents should bring pupil specific medication in resealable bags clearly labelled with the child's name, the name of the medication and dosage.
- There will be a box available for pupil specific medication collection on the morning of the departure. The designated first aider should carefully record these on dated medical sheets, ready for administering at the centre.
- All medication, accidents and illnesses should be recorded on the appropriate forms
- On the arrival back from the visit, pupil specific medication should be returned to the parents as soon as possible.