

# **FIRST AID PROVISION AT PHEASANT BANK ACADEMY**

## Pheasant Bank Academy First Aid Provision

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders.

Pheasant Bank Academy currently (May 2017) has 9 Emergency First Aid Appointed Persons and 6 Paediatric First Aiders. Their names are listed in the staffroom and the School Office. The number of first aid personnel is sufficient to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for breakfast club and after school clubs and activities.

People using the school site for evening and weekend lettings are responsible for ensuring their own adequate first aid provision.

Pheasant Bank Academy's first aid needs are reviewed on an annual basis particularly after any changes, to ensure the provision remains adequate.

### Equipment

- First aid kits are numbered and a log is on the wall for staff to sign out.
- Every mid-day supervisor will have a numbered bum-bag to carry while on duty. All kits must be restocked before being returned to the cupboard.
- All kits are stored in the first aid cupboard near the office.
- Pheasant Bank Academy's First Aid Lead (Helen Stenhouse) will ensure that the first aid rota is up to date and each First Aider must make sure the kits are replenished as soon as possible after use.
- All orders will be prepared by the First Aid Lead (Helen Stenhouse) and authorised by The Head of Academy before being processed by the Office Manager.
- A First Aider accompanies classes on all school visits.

### Recording and Reporting first Aid Treatment

All accidents that require a "bump and bangs" note are recorded in an **accident report file** so the slip can be sent home. The following information will be recorded:

Person's Name

Date

Class

Injury

Treatment

Teacher informed

Signature of First Aider

There are **two accident report files** and they are **kept in the main office**. The accident will also be recorded in the accident book (which remains in schools and records more detail than the slip home).

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher or next most senior leader when the head teacher is off site. They will decide on further action, including the completion of an "injury or dangerous occurrence report form – appendix 1-3 of the Delta First Aid Policy."

These forms are kept in the in the main office in the serious accident file. All completed forms must be given to Zoe Godwin to file.

If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form.

### **Informing Parents**

#### **Parents will be telephoned in the event of any head injury.**

In the event of a head bump, a phone call is made to the parent and first aid slip is sent home with the child. The pupil is also identifiable to others in school by being given a wristband to wear.

All head bumps are to be treated with an ice pack and need to be monitored.

All adults in the school must be vigilant for head bump wrist bands and monitor children after receiving a head injury.

If an ambulance is called in any other circumstances, the professional judgement of the paediatric first aider is sought immediately.

In the event of a serious accident, the school administration staff will contact the ambulance service and request an ambulance. The child's parents will be informed as soon as possible. Two members of staff will accompany the child to hospital if their parents are not available.

### **Medicines in school**

Pheasant Bank Academy adopts the guidance for the administration of medicines policy in school.

A qualified First Aider or a member of the office staff will administer prescription medicines only.

The medication must be prescribed by a doctor and be in the original packaging with the child's name clearly marked.

Parents are requested to complete and sign a medicine form giving their permission for the medicine to be administered. This form will state the time for administration and a medicine memo will be completed by Helen, sent to the class teacher with a named adult to escort the child at the required time.

A log is kept of all medicine administered including the name of the staff member administering it. This log is kept in the school office.

### **Medicines in the classroom**

Every classroom has a medicine box.

The content of the box and the expiration dates of medication will be recorded and monitored by Helen Stenhouse.

Helen Stenhouse will monitor the location and content of medicine boxes weekly and report to Zoe Godwin. This information will be reported to SLT weekly on a Monday.

Every half term, Lisa Hilliyer (the EAB safeguarding lead) will monitor first aid records.

Policy reviewed: September 2017 Next review date: September 2018

All staff have received emergency first aid training (05.09.2017).

Paediatric first aiders – to be reviewed annually by the headteacher.  
Peter Evison, Helen Stenhouse and Tina Watson