**Policy Statement**

At Broomhill Infant School we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

As part of our commitment to ensuring a safe and healthy environment we have adhered to the recommendations of Bristol City Council’s guidelines.

**Aims**

* To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users.
* To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
* To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
* To establish and maintain safe working procedures amongst staff and pupils.
* To ensure that all medicines are stored safely and administered according to instructions received from parents.
* To develop first aid awareness amongst staff, pupils and other supervising adults.

**First Aid Provision**

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently 3 Full First Aiders and 1 Paediatric First Aider. 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 after school clubs and activities.

Broomhill Infant School’s first aid training needs are reviewed on an annual basis, and particularly after any changes, to ensure the provision remains adequate.

**School Visits**

Portable First Aid kits are available to be taken on all school visits and are available from the First Aid room. A qualified First Aider is required to go on any school visit and a Paediatric First Aider will accompany children under 8 years old. A qualified First Aider plus another member of staff will administer medicines and inhalers, if required, during a school visit.

Each First Aider must make sure the boxes are replenished as soon as possible after use. The School Business Manager, will authorise the ordering of supplies.

**First Aid Boxes**

First aid boxes are placed in clearly identified accessible locations around school and are fully stocked with suitable first aid materials. Mrs Debbie Holland is responsible for ensuring first aid kits are kept fully stocked.

**Recording and Reporting first Aid Treatment**

All accidents are recorded in an accident file recording the following information:

Person’s Name

Date

Class

Injury

Treatment

Signature of First Aider

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher or Mrs Debbie Holland who will decide on further action, including overseeing the completion of a report form and ensuring its submission to the Bristol City Council Health and Safety Team. These forms are kept in the accident folder, in the office. 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.

In the event of a serious accident, the School Administrator will contact the ambulance service and request an ambulance. The child’s parents will be informed as soon as possible. A member of staff will accompany the child to hospital if their parents are not available.

Parents are informed of any treatment administered by a First Aider at the end of the day by classroom staff. Parents will be contacted by telephone if deemed necessary.

**Medicines in school**

The school adopts the guidance for the administration of medicines in school within the Health and Safety Code of Practice.

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.

The member of staff administering the medicine must record it on the medicine form.