



BEVENDEAN FIRST AID POLICY

There is a list of qualified full and paediatric first aiders in all classrooms and on the First Aid cupboards. There will always be a paediatric first aider on site at all times when EYFS children are on site.

In the case of a child who is in possession of prescription medicines, there is a separate medicine policy. Epipens, inhalers and diabetes medication are kept in the possession of the class teacher. All prescription medicines are stored in the school office in the locked fridge. Any adult administering medicine must complete the 'Administration of Medicines in School' form. Parents also sign this form when collecting the medicine at the end of the day.

In most cases, injuries to children on the premises are dealt with by the adults who are in the proximity of the accident. Should the need arise, colleagues with First Aid qualifications are on hand to give advice.

In the case of any head injury there is a separate procedure. All injuries to the head and any accident that requires hospital treatment are recorded in the accident book which is kept in the Bevendean office. We endeavour to inform the parent of any injury to the head immediately so that the parent has the option to collect the child. Any injury to the head is treated with an ice pack. These are stored in the freezer in the Playground shed. In the case of an injury which is more serious in nature and in the absence of the parent, after due attempt to contact them, we will seek medical attention. The consent to this is signed by the parents on the medical form when the child starts at Bevendean.

First aid equipment is kept in designated, distinguishable boxes for the playground and around the premises in cupboards marked with a white cross on a green background for general use. These can be found in the places named below:

- Adult bathroom/medical room off the library
- Adult bathroom/medical room, ground floor of Michael's building
- On the playground
- In all classrooms
- In the school hall
- At the swimming pool

There is a defibrillator in the Bevendean Office.

There is a supply of first aid resources including a portable defibrillator, in a designated marked bag, taken to the Paddock with each class. There is a designated room for use with a child who has been taken unwell. In most such cases this is an interim measure whilst we await a parent.

In all cases of children being unwell at school, the parent is contacted and we care for the child until his/her parent arrives. In the event of not being able to contact a parent we will endeavour to call one of the emergency contacts. If in our opinion the child needs medical attention more quickly than the parent is able to get here, we will call the school nurse, a doctor from the Oxshott medical practice next door or an ambulance depending on the severity of the problem. If we consider that the child needs to be taken to a local hospital we will do so, taking with us the relevant medical history and contact numbers.

Contents of bags and cupboards are regularly checked for availability of resources. This is the responsibility of each class teacher for the resources within the classrooms and the Playground Supervisor for the box for the playground. Tissues, plasters and bandages are regularly replenished where necessary via a central stock controlled by the Health and Safety Officer.

For minor accidents in the playground the accepted method of cleaning a wound is to bathe with clean water, dry and protect with a plaster, asking the child first if they are happy to have a plaster. All such accidents are reported to the parent at the end of the day.

For all school trips off site, at least one person with a current paediatric first aid qualification will [attend when EYFS children are present](#).

In the event of an accident requiring a RIDDOR report the Bursar, nurse and the Health and Safety Officer will be informed.

R Samson

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