**TARPORLEY CE**

**PRIMARY SCHOOL**

**Let Your Light Shine (Matthew 5)**

Tarporley Church of England Primary School is a welcoming and friendly Church school that provides high quality education for children aged 5-11. As a Church school we hold our Christian Values at the heart of everything we do. These are: **LOVE, FRIENDSHIP, TRUST, HOPE, FORGIVENESS, JOY & CELEBRATION**



It is very important to us that the children are happy and experience the best education possible. We value strong links and a close partnership between home, church and school and recognise the importance of trust and shared responsibility in education.

**FIRST AID POLICY**

**Tarporley CE Primary School First Aid Policy**

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

**Risks** A risk assessment of First Aid needs is necessary to ensure adequate provision is available. This should include:

· The identification of pupils with specific conditions e.g. asthma, allergies

· The identification of specific hazards in school.

· When to call for further help

· The documentation of necessary treatment given

**Responsibilities** The responsibility for Health and Safety, which includes First Aid, rests with the Governing Body. The Head Teacher is responsible for putting the policy in place, including informing staff and parents. All staff, and those parents with responsibility for children in school, should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information. First Aid provision must be available at all times on school premises and during school hours. We will provide first aid cover for school trips / residential visits where appropriate.

Adequate First Aid cover will be provided in both school buildings, as well as during break times. If a staff member is alone during a PE lesson then they must be able to call upon another adult or send a child in order to summon help.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge. The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved. First Aiders can use Epipens if trained to do so. It is the responsibility of the Head Teacher, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.

Lists of staff with First Aid responsibilities and/or appropriate training are displayed in the staffroom and office and by the First Aid Cabinets.

First Aid Cabinets are situated along every corridor.

Medicines are kept in the locked cupboard *or if required in the locked box in the fridge.*

All First Aiders have their own kits which they are responsible for keeping them fully stocked.

First Aid Kits are available for use on educational visits.

The contents of the First Aid Cabinets/Kits are to be regularly checked and maintained by the named person. These are also included in the Annual Health & Safety Inspection.

When outside agencies are working with children during the school day on school premises the named first aiders in the school will retain responsibility for dealing with any first aid issues and responding in an appropriate way in line with the school policy.

When outside agencies are working on the schools grounds after the school day they will take full first aid responsibility for the children in their care.

When school staff are running an afterschool club they will call on the first aiders from Treehouse after school club for first aid support, unless a school first aider is available.

**Reporting & Recording of Accidents** Tarporley CE Primary School recognises that:

We have a duty to report incidents that involve the:

· Health & Safety at Work Act 1974

· Social Security Regulations 1979

· Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

An unreliable accident / incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution. Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

***Head Injuries*** *Any child who has sought medical attention for a suspected head injury should not participate in physical activities for up to 21 days depending on the severity of the concussion and advice given from medical staff. If in any doubt seek clarification from the parents of the child.*

**Procedures** At Tarporley CE Primary School we make every effort to minimise the risk of accidents but we recognise that accidents may still occur. All accidents to pupils, staff, parents and visitors, no matter how small will be reported to the teacher / Head Teacher as soon as possible after the accident took place.

The First Aider present will deal with the accident and treat any injuries as required.

Once the individuals have been treated, all details regarding the accident will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

An accident book is kept in each First Aid Cabinet. The First Aider should complete the relevant sections, detach the ‘Accident/ Injury Record Sheet’ and place it in the Incident Log which is situated in the Office and at each first aid point. Records should be stored for three years. The Head Teacher will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the appropriate form.

***Automated External Defibrillator (AED)*** *– An AED is now situated in the disabled toilet next to the hall for use on school site only. It is not to be removed unless required in an emergency situation. Full instructions for use are to be kept with the AED at all times and battery life must be regularly checked.*

**The Appointed Person** This person has the responsibility of taking charge during an incident and summoning help if needed. At Tarporley CE Primary School, each member of staff is able to assume the responsibilities of the Appointed Person. The maintenance of the First Aid Cabinets / Kits is the responsibility of the first aiders. The AED is the responsibility of the site maintenance officer.

See full list of first aiders below.

Reviewed: March 24

**TARPORLEY CE PRIMARY SCHOOL**

**First Aid at Work**

Rachel Sims – expires 18th May 2026

**Paediatric First Aid (12 hours)**

Kate Selwyn – expires 14th July 2026

Catharine Line – expires 14th July 2026

Julie Goodwin – expires 14th June 2025

**FAA Level 3 Emergency Paediatric First Aid**

 **(valid until 9th January 2026) – Bean First Aid Training**

Caroline Parker Louise Bougen Sam Harding

Sam Woolford Lisa Smith Emily Cadman

Sandra Remelie Catharine Line Emma Hart

Dean Martin

**Mental Health First Aid**

Rachel Sims (Standard) attended 10th November 2016

Kerry Forrester (Standard) attended 7th December 2017

**An Awareness of Type 1 Diabetics in Schools**

Rachel Sims (basic and advanced) online course 17th May 2021

Emma Hart (basic) online course 26th May 2021