



Cherry Tree  
EDUCATION

# CHERRY TREE SCHOOL FIRST AID POLICY

DATE AGREED / REVIEWED: SEPTEMBER 2017, SEPTEMBER 2018,  
SEPTEMBER 2019, SEPTEMBER 2020, SEPTEMBER 2021

DATE OF NEXT REVIEW: SEPTEMBER 2022

HEADTEACHER SIGNATURE:

MANAGEMENT COMMITTEE CHAIR SIGNATURE:

ALL STAFF MUST HAVE ACCESS TO THIS POLICY, AND SIGN TO  
CONFIRM THAT THEY HAVE READ, UNDERSTOOD AND WILL  
ADHERE TO ITS CONTENTS.

# Cherry Tree First Aid Policy

## Introduction

The Headteacher and Operations Manager of Cherry Tree School accept their responsibility following the recommendations of 'Guidance on First Aid in Schools'(DfE 2014) and acknowledge the importance of providing First Aid for children, employees and visitors within the Cherry Tree school. Cherry Tree also follows the guidance from COSHH a brief guide to regulations HSE 2002, and A Guide to reporting Injuries, Diseases and dangerous Occurrences Regulations HSE 2013.

## Recording and Informing

- All staff will take all injuries and complaints about health seriously
- All appropriate stakeholders will be informed in the case of an accident or injury
- All accidents and injuries will be recorded in the Accident Book, kept in the School office.
- Inform the School Operations Manager at the daily de-brief meetings if supplies in First Aid Boxes become depleted.
- Accidents involving the head can be problematic, because injury may not be apparent and the effects only noticeable after a period of time. Advice must always be sought from medical professionals should a pupil bump their head while in school and parents / carers must be informed
- The statutory duty to report accidents to RIDDOR in respect of both employees and students is the responsibility of the Headteacher, or in his/her absence, the School Operations Manager.

## Issuing Medicine

- No medicine, prescribed or otherwise, should be issued without the instructions / permission of the parent / carer or those with parental authority or their designated representatives.
- Pupils should not bring medicine to school without this permission.
- Pupils taking medicines as part of a course of treatment are asked to hand all medicines to the School office on arrival to school and kept in a locked area. Any medication brought into the school will be recorded in the On Site Medication section of the Health & Safety file.
- Medication will be handed to pupils at the correct time for pupils to self- administer and recorded on the correct form in the Health and Safety file. Staff are not permitted to administer medication to pupils
- Staff must follow the agreed procedure on the pupil's individual risk assessment should they refuse to take their medication
- Paracetamol is kept on site for emergencies and would only be available if permission is given by a parent / carer with appropriate authorised consent. This is recorded in the On Site Medication section of the Health and Safety file.

## **Treating Accidents and Injuries**

The general principle is to be very cautious about diagnosis; instead:

- Consult a trained first aider.
- Arrange for the child / young person to be taken to hospital if appropriate
- Call an ambulance if appropriate
- If the pupil remains in school, monitor them closely.
- Whenever possible, check in the pupil's file for medical history and consent form.
- The school first aid kits are located in the School office, the Kitchen and the Workshop
- The contents of this box are checked regularly by the Operations Manager / Office Manager.
- The daily school first aiders are on the designated board at the main school entrance.

## **The Medical Area**

Children and young people who need to use the medical area must be supervised at all times.

## **Transport to Home or Hospital.**

- Pupils will be transported home either by their parent / carer or by a school staff member, whichever is deemed more appropriate
- Transport to hospital:
  - If an ambulance is required the emergency "999" service should be used.
  - Inform parents / carers / social workers immediately
  - Ensure consent form is available immediately
  - It may be appropriate to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis.
  - If a pupil refuses to attend casualty, parents / carers / social workers must be informed immediately to decide the most appropriate course of action
  - No casualty should be allowed to travel to hospital unaccompanied.

## **Body Spillages / Infections**

No person must treat a pupil who is bleeding, without protective gloves, Protective gloves are stored in all First Aid Kits.

Sponges and water buckets must never be used for first aid to avoid the risk of infectious contamination, therefore a separate Body Spillage Kit is provided and kept in the COSHH cupboard.

All body fluid spillage's (Vomit, diarrhea and Blood) must be cleaned immediately. This is vital if spread of infections is to be reduced. Gloves should be worn when in contact with blood or body fluid is likely. They must be kept for this purpose only. Following use, gloves must be disposed of.

Once spillages have been dealt with, hands must be washed and dried after the removal of protective gloves.

### **Accidents / Injuries on school visits**

The same rules apply on school visits. Remember that:

- A first aid kit will be carried on all offsite activities, along with individual pupil's medication such as inhalers, epi-pens and consent forms
- A person trained in first aid will accompany all off site visits, excepting when there is are first aid personnel at the destination

**This policy will be reviewed annually by the Headteacher  
and or the Management Committee**