



Date of Policy Review:	Reviewer:	Date Ratified by Governors:	Date Shared with Staff:	Date of Next Review:
March 2018	P. Yasui, D. Byron and M. Roberts,			

Article 28: Children have a right to a good quality education

Article 29: Children have the right to an education which develops their interests, talents and abilities

Rights Respecting Schools

As a Rights-Respecting School, we use children’s rights to underpin everything we do and learn. Marlborough Primary School has been working closely with [UNICEF](#), and is a 'Rights Respecting' School. The term is bestowed on those schools who, in the eyes of UNICEF, put the '[UN Convention on the Rights of the Child](#)', (UNCRC) at the heart of their planning, policies, practice and ethos.

UNCRC is a list of rights that all children, everywhere in the world, have. The rights are all the things that children and young people need to make sure they are healthy, happy and safe. A rights-respecting school not only teaches about children's rights, but also models rights and respect in all its relationships: between adults and children, between children themselves, and between adults themselves.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school’s Data Protection Policy.

Data Audit for this Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Daily Recordings	Pupil Details	Legally Required to conduct First Aid in School	Welfare Officer	Completed on Paper	Records kept in 'Archive'
Incident Book	Incident details	Well-Being of pupils	Designated Trained Staff	Online recording system	
RIDDOR recordings	Action taken	Safeguarding			

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
✓		



Purpose

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid;
2. Clearly defines the responsibilities of the staff;
3. Enables staff to see where their responsibilities end;
4. Ensures good first aid cover is available in the school and on visits.

This policy should be read alongside the following welfare policies:

- Intimate Care Policy
- Safeguarding and Child Protection Policy
- Code of Conduct for Safer Practice
- Educational Trips and Visits

Guidelines

New staff to the school are made aware of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Marlborough Primary School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the Health and Safety checks recommended by Harrow Council.

First Aid Policy Guidelines Training

All additional support staff and SMSAs are given first aid training and undertake a rolling program of retraining. The Welfare Officer will maintain a record of staff who have received first aid training, including dates of certification and renewal and will ensure that staff CPD is maintained at all times.

First Aid Kits

First aid 'Bum Bags' are stored in every classroom, for use at play times and school trips, further bags are available from the Welfare Room. Each year group also share a more extensive first aid bag.

The midday supervision team each have an emergency first aid kit 'bum bag' for use to treat minor injuries during the lunch hour.

Cuts

All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing.

Minor cuts should be recorded in the accident file, the child given a sticker and an 'ouchy' letter.

ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES. All blood waste should be placed in a bag and disposed of in a Clinical Waste Bag.

Bumped Heads

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given an advisory Bumped Head letter to take

home. The child's teacher should be informed and a close eye should be kept on the progress of the child. ALL bumped head incidents should be recorded in the accident book.

Where a head injury (minor or otherwise) occurs the first aider will ensure that the child (Nursery to Year 6) is accompanied to the Welfare Room.

First Aid During the Lunch Period

All Midday Supervisors receive first aid training to ensure the needs and welfare of every child can be met during the lunch hour.

All minor first aid incidents are to be attended to by the midday supervisor and recorded in their incident book within each bum bag. The Welfare Officer will review these regularly to monitor patterns of accidents and inform good practice.

All major first aid incidents are to be attended to by the Welfare Officer in the welfare room. Where a child in Reception, Years 1 or 2 requires medical attention from the Welfare Officer, that child will be accompanied to the welfare room by the midday supervisor using the fastest possible route into the building and to the welfare room.

Where a child has sustained a major injury and is physically unable to be accompanied to the welfare room, the midday supervisor shall seek the attention of the Welfare Officer, again using the fastest possible route into the building and to the welfare room.

The Senior Midday Supervisor shall ensure that a Senior or Deputy Midday Supervisor is always present in the following key locations during the lunch hour to ensure that all SMSAs have a senior member of midday supervision line management to liaise with for advice and guidance in the event of an accident or incident requiring first aid:

- The Reception Play ground
- The KS1 Playground
- The Main Playground
- The Lunch Hall

A minimum of three midday supervisors supervising and leading play in the Reception playground will be maintained at all times, including when a child(ren) are accompanied to either the toilet, medical room or elsewhere around the building.

First Aid & School Visits

The lead teacher on every school visit should ensure they are aware of any children with medical concerns in advance. The first aider in the group should be in possession of a medical bum bag and have checked its contents in advance of the trip. They should also be confident with the administering of inhalers and epi pens.

Any medical incidents on school trips need to be reported to the Welfare Officer on their return to school.

Accident File

The accident book is located in the welfare room and should be completed for every incident where first aid is administered. Old accident books are stored in the school office.

For major accidents the Welfare Officer will complete an online referral form which is actioned by the borough's Health and Safety Department. This should be done as soon as possible after the incident.

The following process should be followed in the event of serious injury/illness:

1. **Calling the emergency services**

Dial 999, ask for ambulance and be ready with the following information:

2. Your telephone number: **0208 427 3087**
3. Give your location as follows: **Marlborough Primary School, Marlborough Hill, Harrow, Middlesex**
4. State that the postcode is: **HA1 1UJ**
5. Give exact location in the setting: **Marlborough Primary School is off Headstone Road**
6. Give your name:
7. Give name of child and a brief description of child's symptoms:
8. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

It is important to speak clearly and slowly and be ready to repeat information if asked