

Colquhoun Park Primary School**Arrangements for Safeguarding****First Aid Policy and Procedures****Rationale**

Colquhoun Park Primary School has created a First Aid Policy as part of arrangements for Safeguarding the Health and Wellbeing of children, staff, parents/carers and visitors to the school. This policy has been created in consultation with children, staff and the parent council.

Scope of the Policy

This policy outlines how the school will give immediate care to a child, young person or adult who is injured or ill until full medical treatment is available. For minor conditions, first aid will be enough. The school will always contact parents/carers if a child receives a more significant injury such as a bump to the head. The school will phone 999 immediately if a child is seriously injured or ill.

This policy does not include the care of children and young people who are medicated for diagnosed conditions. Individualised health care planning is in place for these children and young people.

This policy does not include administration of medications on a short term basis at the request of parents/carers; this is covered by separate authority policies and procedures.

Policy Aims

- This policy will ensure that First Aid provision meets the needs of our establishment;
- This policy will ensure that all staff are aware of their roles and responsibilities in relation to First Aid;
- This policy will ensure compliance with other East Dunbartonshire Council policies in relation to Health & Safety;

- This policy will ensure that first aid facilities, equipment and kits are fit for purpose.

Roles and Responsibilities

The person with overall responsibility for the First Aid Policy is Claire Loney, Head Teacher.

All members of staff have a duty of care and will be first responders in the event of a child requiring first aid for minor injuries such as cuts, grazes and bruises. All members of staff will respond to and give comfort and care to any child who has a first aid need, until a trained first aider attends.

All support staff wear a high-visibility vest and carry a walkie-talkie in the playground to ensure that they are easily identified by children and that they can request assistance if required. Support staff wear first aid waist bags with essential items such as moist medical grade wipes and non-allergy plasters to treat very basic injuries such as grazes.

There are 2 trained first aiders in the school, all of whom have participated in a first aid training course covering emergency first aid and emergency paediatric first aid. They are:

Celia Dourish (Work pattern Tuesday- Friday)

Pauline Sherry (Work pattern Monday- Friday)

The school will ensure that there is at least one trained first aider on site at all times. If this is not the case, due to exceptional circumstances such as staff absence, the head Teacher will notify the local authority immediately and request support.

Overview of Emergency First Aid Training

Emergency First Aid/AAI (Day 1)

The roles and responsibilities of an emergency first aider; assessing an incident; managing an unresponsive casualty; CPR and defibrillation; recovery position; choking; seizures; shock; wounds and bleeding; minor injuries (cuts, grazes, bruises, burns and scalds).

AAI course

Common anaphylaxis triggers; signs and symptoms of anaphylaxis; medication; adrenaline auto-injectors use.

Emergency Paediatric First Aid (Day 2)

Assessing an emergency situation; dealing with an unresponsive infant or child; recovery position; CPR and AED choking; head, neck and back injuries. fractures; anaphylaxis and allergic reactions; meningitis; asthma; febrile convulsions; seizures; diabetic emergencies; poisoning; burns and scalds; electric shock; external bleeding;

eye, ear and nose conditions; bites and sting; minor Injuries; treatment for hot and cold body temperatures.

First Aid Facilities, Equipment and Kits

Almost all first aid casualties are brought to the school office, where they can be closely monitored by first aiders and other staff members.

Casualties with more serious injuries or illness are taken to the medical room, situated beside the Early Years' Centre. This room is well appointed and includes a folding first aid couch, first aid boxes, a sink, fridge and stock for first aid kits. The school uses *koolpak* Instant Ice packs and *koolpak* reusable Ice Packs. These are single use disposable packs or reusable packs stored in our medical fridge freezer, used to treat soft tissue injuries that cause pain, swelling and bruising. Nitril gloves are used when dealing with open wounds. All medical waste is disposed of using yellow medical waste bags, in line with national advice.

All First Aid kit items are monitored by Celia Dourish and Pauline Sherry. Items are re-stocked when required.

The school has a defibrillator which is situated at the main entrance and would be activated alongside a 999 call.

Recording and Reporting

All First Aid incidents are recorded in the school's First Aid Register. Information recorded includes the date, location, details about the injury and first aid given. The register also holds information about parents/carers being contacted.

Parents/carers will be telephoned in the event of a child sustaining an injury or illness that may require medical treatment beyond first aid in school. Parents/carers will also be telephoned if a child sustains a head injury. First aiders or office staff will contact the child's emergency contacts as held on SEEMIS.

Serious injuries must be reported to the local authority in compliance with EDC Health & Safety policy.

All records will be stored in compliance with GDPR.

School Excursions

First Aid requirements are included in risk assessments for school trips and excursions. Class teachers will ensure that they carry EV3 forms and a First Aid kit.

Responding to an Emergency



In the event of any serious injury or health concern, an emergency 999 ambulance will be called immediately. The school will then call parents/carers.

Policy Review

This policy will be reviewed by all stakeholders in June 2026.

Colquhoun Park Primary School

November 2024