

Bhaktivedanta Manor School



First Aid Policy

Authority	Name	Approved Date	Next Review Date
Governing Body	Members	February 2018	February 2019

Bhaktivedanta Manor School

First Aid Policy

1. There are First Aid kits situated all the classrooms, in the Sick/Medical Room and the Lunch Hall. Near each first aid kit, there are details of the first aiders and their contact details.
2. The headteacher is the lead person in charge of first aid. The school Administrator and Victoria Vivani (Rajavidya) are in charge of checking and keeping First Aid Kits stocked. First Aid kits are checked every half term to ensure items are in date. A record of checks is kept in each box.
3. Our first aiders are Wendy Harrison (Headteacher), and Sarah Shaft (Saraswati), Danielle Stanton Kelly (Dantasya), and Victoria Viviani (Rajavidya).
4. At least 3 members of staff have Paediatric First Aid Qualifications. The qualification requires refreshing each three years. Records of these are kept in the Professional Development Folder.
5. A first aid kit will be taken on school excursions and is kept in the welfare/ sick room. There is also a first aid kit for outings and outdoor play in the student cloak room in the cottage building.
6. There are Accident and Incident books located in sick/welfare room, in the childrens cloak room of the cottage building and in the 2 classrooms in New KS1 building.
7. Incidents and accidents are recorded in the Accident and Incident Record Books.
Details recorded include:
 - Date time and place of incident
 - Name of injured person,
 - person recording incident
 - details of the incident
 - Details of injury
 - what treatment was given
 - Name and signature of the person giving treatment
 - Details of Parent Notification (where a copy is kept with the parents signature collected at child's pick up time)
8. Each classroom has **Logging a Concern** forms to record concerns relating to children, based on incidents, or what a child may have said. All completed concern forms are brought to the attention of the Head teacher or Designated Safeguarding Officer at the next break or end of the week as appropriate for further investigation or

appropriate action based on the Safeguarding Policy. Concerns relating to the Headteacher would be brought to School Governors.

9. Incidents and Accidents that occur during lunch or break are recorded by the break or lunch supervisors or first aiders using the incident and accidents forms. A copy is given to the appropriate class teacher who will pass this onto the parents or person collecting the child at the end of the day. The parent or person collecting the child signs the notification which is copied and kept on file.
10. As part of the enrollment process, parents fill in a school medical form which will highlight any particular area of concern or need of a child such as allergies, special medical needs or conditions and particular needs of children. Relevant details are collated and shared with the relevant class teachers and supervisors via the Medical Register. A print out of the relevant section of the medical register is kept in each of the four classrooms.
11. Any prescribed medicines to be administered must have a signed consent note from parents giving details of when and how much of the medicines need to be administered and staff supervise the administration of these medicines. Records of this medications administered are kept and signed off by parents at collection times.
12. The first aid / medical room is located in the cottage building. There is a clean bed, basin and first aid supplies. If a child needs medical attention, one member of staff stays with them in the room whilst waiting for the parents to arrive and collect.
13. Notice of the Designated Safeguarding officer (DSO) and their contact details are displayed in each classroom.

Next Review Date: February **2019**