



The Viking Preparatory and Pre-School  
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## **First Aid Policy**

### **Introduction**

All children have the right to feel safe, and know that they will be attended to with due care when in need of first aid.

### **Aims**

To administer first aid in a competent and timely manner to children in need.  
To communicate children's health problems to parents / guardians when considered necessary.

### **Implementation**

The Viking School has a designated area for treatment. A comprehensive supply of basic first aid materials is stored in a locked cupboard.

### **Classroom injury / illness**

All injuries or illnesses that occur during class time will be monitored by the classroom teacher and if necessary referred to the daily first aider. When pupils in the classroom require first aid, the classroom teacher will send the pupil, accompanied, to the first aider. Serious injuries or illnesses are assessed by staff. If necessary a parent of an ill child or in a parent's absence an "emergency contact", will be contacted and asked to take the child home.

### **Playground / Excursion injury / Illness**

All accidents or illnesses that occur on the playground at recess / lunch that may require first aid are to be reported to the teacher on duty, who will then request the daily first aider, who will attend to any injuries. Serious injuries or illnesses are assessed by the Principal / Headmistress. In the event of a minor head injury, a notification letter is sent home. This letter indicates the nature of the injury, any treatment given and the name of the teacher providing the first aid.

### **Serious illness / injury**

Serious illnesses or injuries are assessed by the Principal / Headmistress. In the case of a serious accident, the parent / guardian, or in their absence an "emergency contact", will be contacted as soon as possible. The immediate action to be taken will be decided by the Principal / Headmistress.

All staff members have the authority to call an ambulance immediately in an emergency. It is the parent's responsibility to meet any ambulance costs.

In the event of serious accidents, the teacher treating the child is required to fill out a comprehensive report to the CCI accident register. This is to be signed by the Principal / Headmistress.

Parents / guardians of ill children, or in their absence an “emergency contact”, will be contacted to take the child home.

### **Medical register**

At the commencement of each school year, the school requests updated first aid / medical information from the parents about their child / children, to assist the staff in administering first aid and their duty of care. This includes emergency contact details.

The onus is upon the parent / guardian to ensure that medical information including emergency contacts is up to date, including asthma management plans.

### **Medication**

The school acknowledges that certain pupils may require prescribed medication during the school day. No medication will be administered without express written consent from the parents / guardians. Medication is to be stored in the staff room in a locked cabinet and should come in the original container clearly labelled. Medication cannot be stored in the child’s bag or within the classroom. All medicines administered are recorded in the medicine book, which is kept in the cabinet.

### **Asthma management**

In the case of a suspected asthma attack, the staff member treating the child must refer to the asthma management plan attached to the medical record card.

The onus is upon the parent / guardian to ensure that the asthma management plans are accurate and up to date.

### **Treatment of injury**

Cuts and abrasions are treated with water only and covered with a plaster / cotton wool, if needed. Antiseptics and creams will not be used. Splinters or imbedded objects cannot be removed by staff. Plasters / adhesive tapes will be used on a child, unless parents / guardians indicate on the medical register that they cannot be used.

A cold compress will be used on injuries where needed. It will be applied for short periods of time to the site of pain and applied to minor head / facial injuries.

A basic first aid kit, mobile phone and permission slips, which include a parent contact number, are taken on excursions including local walks and to sporting events.

This policy was drawn up, discussed and agreed by members of the Viking School. This policy will be reviewed again in two years time.

Signed:

Dated: