

# Bhaktivedanta Manor Primary School



## First Aid Policy

<b>Lead</b>	<b>Name</b>	<b>Reviewed Date</b>	<b>Date to Be Reviewed</b>
<b>Headteacher</b>	<b>W Harrison</b>	<b>April 2016</b>	<b>September 2017</b>
<b>Governing Body</b>	<b>Members</b>	<b>April 2016</b>	<b>September 2017</b>

# Bhaktivedanta Manor First Aid Policy

1. There is a well equipped first aid kit situated in the Rama class as well as the Jagannath Class, Krishna class and Vrindavan Class (by the playground). There are accident books located in Rama Class, Jagannath class and Vrindavan class.
2. The headteacher is the person in charge of first aid. Kalindi is in charge of keeping boxes well stocked
3. Our first aiders are Guru Carana Padma dasi and Kalindi
4. All lead teachers are required to take at least a basic first aid course
5. A first aid kit will be taken on school excursions and will contain:
  - 6 adhesive dressings
  - 2 triangular bandages
  - 2 safety pins
  - 1 large sterile un-medicated wound dressing
  - Individually wrapped moist cleansing wipes
  - One pair disposable gloves
6. All incidents must be recorded in the accident record book located in the Rama class and also in the Vrindavan class (including incidents in the playground) and any treatment given including:
  - Date time and place of incident
  - Name of injured person
  - Details of injury and what first aid was given
  - What happened to person immediately afterwards (ie went home, resumed normal duties, admitted into hospital)
  - Name and signature of the first aider, or person dealing with the incident

Parent should be informed at the end of the school day and so if it is a lunchtime event the supervisor should tell the teacher.

There is also a **Logging a Concern Book** in the Rama Class near the first aid kit for accidents and other concerns about a child. If they are concerns to do with any

incident or something the child has said they should be brought to the attention of the headteacher. All concerns forms should be handed in to headteacher at the end of the week for security.

7. All children will fill in a school medical form when they enter the school which will highlight any particular area of concern  
Any medicines to be administered must have a signed consent note from parent stating the exact details of when the medicines should be administered – including asthma pumps.
8. The first aid room is located in Room 1 of the ladies' ashram. There is a clean bed, basin and first aid supplies. If a child needs medical attention, one teacher should stay with them in the room whilst waiting for the parents to arrive.

Date of Last Review: April 2016

Next Review: September 2017