

## St Peter's C of E Academy

### First Aid Policy

Children and adults in our care need good quality first aid provision. Clear and agreed systems will ensure that all children are given the same care and understanding in our school. This care will extend to emergency first aid provision.

The school has a separate procedure for the administration of medicines for particular conditions such as Asthma (see **DBAT Supporting Pupils with Medical Conditions Policy**).

This policy:

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

New staff are signposted to this policy when they are appointed. This policy is written with reference to the WC First Aid Procedure.

The administration and organisation of first aid provision is taken very seriously at St Peter's School. There are annual procedures that check on the safety and systems that are in place in this policy.

The school's Health and Safety Provider is Ellis Whittam; please see the DBAT Health & Safety Policy for further detail.

#### **First aid in school**

At St Peter's School, we ensure that there is at least one emergency first-aid trained and one paediatric first-aid trained member of staff in school at all times. This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

In Foundation Stage, all staff members have emergency first aid treatment and at any one time there is a member of staff with Paediatric first-aid training present.

At break and lunch times, there are always first aiders available in school.

When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. For Foundation Stage visits, we ensure that a paediatric first-aider accompanies the group.

During activities outside of the school day (after school clubs), there is a first-aider onsite at all times.

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## **Training**

All staff are offered emergency first-aid training. The school keeps a list of who is first-aid trained and when their training is valid until (located on back of staff room door). The head-teacher is responsible for organising first-aid training.

## **Roles and Responsibilities**

The main duties of a first aider in school are:

- To complete an HSE recommended training, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

## **Appointed Persons**

The head teacher is the appointed person within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the head teacher, the Business Manager will carry out this role.

## **First Aid Facilities**

The school has a first aid box in each classroom; these contain sufficient first-aid materials to administer first aid as recommended by the HSE. These are audited annually to ensure that the supplies are current.

The school has travelling first-aid containers used for off-site visits. These are kept in the cupboard in the reception corridor and contain supplies recommended by the HSE.

## **Accidents**

In the event of a pupil having an accident involving an injury or suspected injury during a session time the following procedure will be followed:

1. Send adult/suitable child to office for named first aider
2. Ensure safety of injured child/and other children
3. Do not take action until first aider arrives

If the accident occurs during breaks or lunchtime, the following procedure will be followed:

1. Send adult/suitable child to/for named first aider, to be found in office and or staff room during break periods.
2. Ensure safety of injured child/and other children.
3. Do not take action until first aider arrives.

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Custodian: Premises

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## **Accident and Injury Reporting**

See DBAT Health & Safety Policy Appendix 12

## **Calling the emergency services**

In the case of major accidents, the emergency services are to be called.

If a member of staff is asked to call the emergency services, use a mobile phone if available or **they must dial 9 followed by 999** and state the following:

1. What has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, will wait by the school gate and guide the emergency vehicle.

If the casualty is a child, their parents will be contacted immediately and given all the information required.

If the casualty is an adult, their next of kin will be called immediately. All contact numbers for children and staff are located in the school office.