



St Mary's C.E. Primary School

First Aid Policy



Approved: March 2016

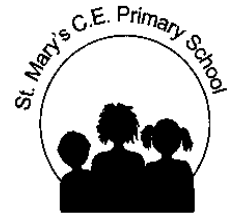
Revision due: March 2017

Responsibility: Head Teacher



Table of Contents

1 Policy Statement	3
2 Aims.....	3
3 First Aid Provision.....	3
4 Informing Parents.....	4
5 Medicines in school.....	5



1 Policy Statement

At St Mary's we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

2 Aims

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users.
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
- To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- To establish and maintain safe working procedures amongst staff and pupils.
- To ensure that all medicines are stored safely and administered according to instructions received from parents and Government guidelines.
- To develop first aid awareness amongst staff, pupils and other supervising adults.

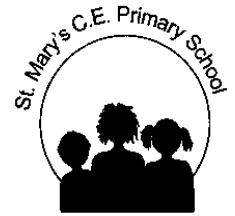
3 First Aid Provision

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. St Mary's currently (March 2016) have 42 Emergency First Aid Appointed Persons and 2 Paediatric First Aiders. Their names are listed in the School Office. The number of first aid personnel is sufficient to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for breakfast club and after school clubs and activities. People using the school site for evening and weekend lettings are responsible for ensuring their own adequate first aid provision.

St Mary's first aid needs are reviewed on an annual basis particularly after any changes, to ensure the provision remains adequate.

We currently have:

Every class has a first aid box. A rucksack is taken on all school visits which is located in the school office.



A First Aider accompanies classes on all school visits.

St Mary's First Aid Lead will ensure that the first aid rota is up to date and each First Aider must make sure the boxes are replenished as soon as possible after use. The School Business Manager, will authorise the ordering of supplies.

First Aid Boxes

First aid boxes are placed in clearly identified accessible locations around school and are fully stocked with suitable first aid materials.

Recording and Reporting first Aid Treatment

All accidents that require a "bump and bangs" note are recorded in an accident book recording the following information:

Person's Name

Date

Class

Injury

Treatment

Teacher informed

Signature of First Aider

There are three accident report books in the following locations: the office, playground entrance and Foundation unit.

Serious accidents or dangerous occurrences must be brought to the attention of the Headteacher of who will decide on further action, including the completion of an "injury or dangerous occurrence report form." These forms are kept in the accident folder, in the office. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury completes the form.

4 Informing Parents

The parents will be telephoned in the event of any head injury. If an ambulance is called in any other circumstances the professional judgement of the paediatric first aider is sought immediately. In the event of a head bump, a phone call is made to the parent and first aid slip is sent home with child identifying head bump. The pupil is also identifiable to others in School by being given a sticker to wear.



In the event of a serious accident, the School Administrator will contact the ambulance service and request an ambulance. The child's parents will be informed as soon as possible. Two members of staff will accompany the child to hospital if their parents are not available.

5 Medicines in school

St Mary's adopts the guidance for the administration of medicines policy in school.

A qualified First Aider or a member of the office staff will administer prescription medicines only. The medication must be prescribed by a doctor and be in the original packaging with the child's name clearly marked. Parents are requested to complete and sign a medicine form giving their permission for the medicine to be administered.

A log is kept of all medicine administered plus name of the staff member administering it. This log is kept in the school office.

Policy reviewed: March 2016.

Next review date: March 2017

The following list of staff that are emergency first aid trained. This also includes Paediatric first aiders – to be reviewed annually by the headteacher.



Name	Position	Date 1st Aid ending	To do
Patricia Cooper	Teaching Assistant FT	01/03/2014	}
Joan Ramoon	Lunchtime Organiser	05/10/2016	
Amanda McIntosh	Teaching Assistant FT	05/10/2016	
Malika Rainford	Lunchtime Organiser	05/10/2016	
Kris Bulmer	Teaching Assistant FT	05/10/2016	
Caroline Trott	Teaching Assistant (temp) FT	NEW	
Elsa Colino Vega	Teaching Assistant (temp) FT	NEW	
Juliette Taylor	Teaching Assistant/Lunchtime Leader FT	02/06/2017	
Louisa Nevin	Teaching Assistant FT	02/06/2017	
Neil Eubanks	Teaching Assistant FT	02/06/2017	
Pam Butcher	Teaching Assistant/LO FT	02/06/2017	
James Cadieux	Teaching Assistant FT	23/06/2017	
Marcia Edwards	Teaching Assistant FT	23/06/2017	
Monica Crooks	Teaching Assistant/Lunchtime Leader FT	23/06/2017	
Nic Malik	Teaching Assistant FT	23/06/2017	
Julie Jackson	Pastoral Manager/Paediatric First Aider	08/07/2017	
Ahmed Mohammed	Lunchtime Organiser/TA	06/10/2017	
Anab Hassan	Lunchtime Organiser	06/10/2017	
Canab Mohamed	Lunchtime Organiser	06/10/2017	
Dahlia Patrick	Lunchtime Organiser	06/10/2017	
Faduma Jama	Lunchtime Organiser	06/10/2017	
Jalanta Sepniack	Lunchtime Organiser	06/10/2017	
Julie Carline	Lunchtime Organiser	06/10/2017	
Linda Carter	Lunchtime Organiser	06/10/2017	
Lorna Williams	Lunchtime Organiser	06/10/2017	
Nuhu Diab	Lunchtime Organiser	06/10/2017	
Roda Farah	Lunchtime Organiser	06/10/2017	
Sandra Lee	Lunchtime Organiser	06/10/2017	
Tyrone Bent	Lunchtime Organiser	06/10/2017	
Carol Nevin	Admissions Officer/Paediatric First Aider	21/10/2017	
Merlene Fidler	Senior Lunchtime Organiser	23/10/2017	
Joan Wilson	Teaching Assistant FT	27/04/2018	
Akeim Mundell	Teaching Assistant FT	27/04/2018	
Asha Said	Teaching Assistant PT	27/04/2018	
Anisa Chunara	Teaching Assistant FT	27/04/2018	
Jamila Hunt	Teaching Assistant FT	27/04/2018	
Ruqiyo Mohamed	Teaching Assistant FT	27/04/2018	
Hannah Linton	Teaching Assistant FT	27/04/2018	
Paula Anderson	Lunchtime Organiser	27/04/2018	
Lito Vera-Fouki	Teaching Assistant (temp) FT	27/04/2018	
Shamila Saleem	Lunchtime Organiser	27/04/2018	
Natasha McIntosh	Teaching Assistant	27/04/2018	
Mecheca Mabier	Teaching Assistant	27/04/2018	