

# St Mary's C.E.V.C. Primary School

## First Aid Procedure

### **POLICY STATEMENT**

St Mary's CE Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility. This policy complies with the School's Health and Safety policy and is reviewed annually.

### **AIMS & OBJECTIVES**

- To ensure that First Aid provision compliments the safeguarding provision within the school. This policy should be read in conjunction with the Health and Safety Policy and the Safeguarding and Child Protection Policy.
- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 & 1999.
- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the School and on School trips, to prevent, where possible, potential dangers or accidents.
- To inform staff and parents of the School's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2003 (RIDDOR).

### **FIRST AID PROVISION**

First Aid kits are available at the following locations:-

- 1) The School Hall Kitchen
- 2) The First Aid Room behind Reception Office
- 3) The Staff Room
- 4) 1 Portable First Aid Kit for general outing use (kept in the school office). If more than one coach is used for transport, there will be one first aid kit per coach.
- 5) 1 Portable First Aid Kits for sports outing use (kept in the school office)

It is the responsibility of Mrs Shirley Lawrence to check the contents every term and re-stock as necessary.

The First Aid room behind the Reception Desk is the designated area for treatment, sickness and the administration of First Aid.

All staff must ensure that they have read the School's First Aid Policy.

### **FIRST AID TRAINING**

The School Business Manager is responsible for ensuring that there is an adequate number of qualified First Aiders/Appointed Persons.

All staff will be annually trained in the use and administration of Epipens by the School Nurse.

### **QUALIFIED STAFF – staff appointed to deal with first aid injuries.**

Combined Paediatric First Aid: Appointed Persons from the support staff, certificates valid for 3 years; the list of trained staff is displayed in the First Aid Room.

Paediatric First Aid: Mrs Julie Wadsworth (Teaching Assistant), Miss Sarah Browne, Mrs Carmen Bounds(Breakfast Club)

First Aid at Work:

## **INCIDENT REPORTING**

Injuries deemed to be minor can be dealt with by any member of staff.

More significant injuries will be referred to a First Aid Appointed Person and the injury details recorded on the School Injury Record for Treatment form.

The School Injury Treatment Folder is located in the School Business Manager's office.

**Parents/carers will be contacted if any injury requires more action than that detailed on the injury report form.**

**The school office or a class teacher will contact the parents if they have any concerns about the injury, or need to send a child home through illness.**

All injuries recorded on an Injury Record for Treatment form must be completed by the person administering First Aid. It is recommended that these records are kept for 3 years.

If the nature of the accident involves contacting Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2003 (RIDDOR) Mrs Lucy Normington will make the contact.

## **HEAD INJURIES**

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

All head injuries should be monitored closely and an injury report form should be completed and given to the child.

It is the school's policy for a member of staff to use their discretion in deciding whether a phone call to parents/carers is required. The accident should be recorded and, if it is felt appropriate, a call will be made to the parents/carers. All staff are encouraged to seek advice from one of the school's trained First Aiders. This policy extends to all injuries that have come about in school or on a trip.

Any serious head injury should always be referred for Hospital treatment in accordance with Emergency Arrangements.

## **EMERGENCY ARRANGEMENTS**

Where the injury is an emergency, an ambulance will be called following which the parents/carers will be contacted.

Where hospital treatment is required but it is not an emergency, then the school office staff will contact the parents for them to take over the responsibility of the child.

In the event that the parents cannot be contacted, a member of staff will accompany the child to hospital and remain with them until the parents can be contacted.

In the absence of the office staff, Deputy Headteacher or Headteacher, members of staff must always call an ambulance on the following occasions:-

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected

## **HYGIENE/INFECTION CONTROL**

Hands must be washed before and after giving First Aid.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

Any soiled dressings etc. must be put in a plastic bag and disposed of carefully and safely.

Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with a designated dustpan and brush. This waste must be disposed of safely and cleanly.

Body fluid spillages on hard surfaces should be cleaned up then bleached.

Exposed cuts and abrasions should always be covered.

### **SHARING OF INFORMATION**

At the start of the academic year, Mrs Shirley Lawrence will update the medical notice board in the staff rooms, and relevant members of staff with a list of pupils who are known to have medical problems. This will be reviewed at each change of circumstances. This will also be done after consultation with the School Nurse regarding Health Care Plans.

The school office holds medical consent forms for out of school visits that are readily available to staff responsible for school outings.

### **ADMINISTRATION OF MEDICINES**

When a child joins the school the parents are informed of procedures that must be followed if a child requires medication in school time. The school does not encourage medication to be administered during school time unless it is absolutely necessary. Advice from the School Nursing Service encourages parents to ask for medication from their GP which can be taken around the school day.

If this cannot be done and it is essential that a child has to have medicine in school, the following applies:

- If the medication forms part of a Health Care Plan, it must be outlined in that plan and risk assessed and signed off by the School Nursing Service and Headteacher.
- Medication must be clearly labelled.
- Parents must complete the medication form authorising the school to administer medicine. This can be obtained from Reception. Any medication must be given to the class teacher where arrangements will be made with a volunteer member of staff to administer the medicine.
- A medicine administration form must be completed by the member of staff responsible for administering the medicine each time medicine is given.
- Medicines should not remain in school outside the school day.