

## St. Joseph's Catholic Primary School First Aid Policy

St. Joseph's Catholic Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, pupils and visitors.

Our aim is to ensure that we have adequate, safe and effective first aid provision so that everyone can be well looked after in the event of any illness, accident or injury; no matter how major or minor.

At St. Joseph's Catholic Primary School we ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury

**To achieve our aim we will** have suitably stocked first aid kits ready to be used at all times. The responsibility of ensuring that these are adequately stocked is the Pupil Welfare Administrator. This will be monitored by the Admin Manager.

When a child becomes ill during the day the parents/carers will be contacted and asked to pick their child up from school as soon as possible. In the event of illness, the medical room will be set aside for pupils to rest while they wait for their parents/carers to arrive to pick them up. This area has easy access to a toilet and hand washing facilities.

St. Joseph's Catholic Primary School will ensure that we have sufficient First Aiders (qualified by training) to take charge of first aid. The Admin Manager will maintain a record of employees who have undergone first aid training. The Admin Manager will be responsible for ensuring that annual refresher courses are booked as well as any re-accreditation courses.

St. Joseph's will ensure notices are clearly visible throughout the school and each classroom telling everyone where they can get first aid and who the First Aiders are. The Admin Manager is responsible for signage.

First Aiders are responsible for ensure that appropriate hygiene is observed at all times and rubber surgical gloves will be provided and used in any instance involving blood. All medical waste & gloves will be disposed of in the medical room in the yellow medical waste bin. The Pupil Welfare Administrator is responsible for ensuring that the bin is double bagged and disposed of in the nappy bin as per our agreement with the washroom solution supplier.

The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that if the need for an ambulance or other professional medical help is required that the Admin team are notified promptly so that they can make the 999 call.

At St. Joseph's Catholic Primary School the administration team are responsible for telephoning the emergency services. Once this task has been done the most senior member of staff currently on site will be informed. Once a call has been made to the emergency services a telephone call to the parent will be made. The admin team will find a staff member to open the front gates and wait for the emergency services. This staff member will be responsible for escorting the emergency services to the injured person.

St. Joseph's Catholic Primary School has a procedure for managing accidents, including accident investigation after the event of an accident involving emergency treatment.



All accidents involving children will be recorded on a pink form (general injury) or an orange form (head injury) by the person who the child presents themselves to. All head bumps will require a telephone call home to the child's parent as careful monitoring when the child gets home may be required. Pink forms are copied and sent home. The forms are kept in a folder and monitored by the Pupil Welfare Administrator.

All accidents involving adults who require first aid are recorded in the accident book. Any accident involving time off work or a trip to A&E will be investigated by the Principal and Admin Manager.

The Educational Visits Co-Ordinator/Admin Manager is responsible for ensuring that a First Aider goes on every school trip.

#### **First Aider responsibilities:**

- 1) Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be summoned. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
- 2) Instruct the Admin Team to call an ambulance. The most senior member of staff will decide who will accompany the child to hospital. The injured person will not be moved unless there is a danger of further more serious injury if they stay put until ambulance staff arrive.
- 3) The First Aider must make sure that no further injury can result from the accident, either by making the scene of the accident safe, or by removing watchers from the scene.
- 4) The First Aider must ensure that any child who may have seen the accident or its aftermath and who may be worried, or upset, in spite of not being directly involved is spoken to by an adult. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be contacted immediately and for the parent/carer to take the child home.
- 5) In the event of an ambulance being called the First Aider must make a note of which individuals saw the accident and inform the Admin Manager.

The most senior member of staff is responsible for allocating staff carefully between helping the victim(s) (eg. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after pupils not affected by the accident. All three activities are important.

The Admin Manager will gather written statements from all witnesses describing what they saw and heard. This first-hand evidence can be invaluable, if litigation follows the accident.

If the initial assessment indicates that a minor injury has taken place then one or more of the following actions will be taken:

1. First Aid administered as necessary by designated First Aider.
2. Complete a 'Accident/Incident/Illness Report Form' (Appendix 1).
3. Parents informed (either a telephone call home or a form)

In the event of a larger/more serious accident, the accident/incident policy will be followed by the Admin Manager.



As a school we have a legal responsibility for those in our care and must consider carefully the likely risks to pupils and visitors, and make allowance for them when drawing up policies and determining the appropriate training and numbers of first aiders.

To ensure we have enough first aiders we have two employees who are trained at 'First Aid at Work' standard (3 day course) nine staff members trained at 'Paediatric First Aid' level (2 day course) and two people trained at 'Emergency First Aid' (1 day course) out of a total staff of 34.

The Management of Health and Safety at Work Regulations 1992 require employers to carry out a suitable and sufficient assessment of the risks to the health and safety of all employees and pupils to identify what measures we need to take to prevent or control these risks.

The Admin Manager has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and first aid trained staff and for ensuring that the correct first aid procedures are followed.

- the location of first aid equipment and facilities
- the identity and location of first aid personnel
- the procedures for monitoring and reviewing the school's first aid needs.

St. Joseph's Catholic Primary School will review our first aid risk assessment and this policy on an annual basis to ensure first aid provision remains adequate and appropriate.

**Chair of Committee:**

**Date:**

**Review Date:**

