

**St Mary's Catholic  
Primary School &  
Nursery**



**First Aid Policy  
March 2018**

## **Introduction**

First Aid can save lives and prevent minor injuries becoming major ones. Under Health & Safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The Academy Representative Committee of St Mary's Catholic Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all pupils, employees and visitors to the school.

Responsibility for first aid provision is held by the Executive Headteacher/Head of School who is the responsible manager. This is delegated to the Appointed Person - Mrs Boland/Mrs Cooper- lunchtimes.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

## **Aims and Objectives**

Our first aid policy requirements will be achieved by:-

- Carrying out a First Aid needs assessment to determine the first aid provision requirements for our premises.
- Ensuring that there are sufficient number of trained first aiders on duty and available for the number and risk on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that there are suitable facilities and equipment available to administer First Aid in accordance with the needs assessment.

## **First Aid Training**

The responsible manager will ensure that appropriate numbers of qualified first aiders are appointed and that they have the appropriate level of training. The arrangements in school are:

## Qualified First Aiders

Basic First Aid	Teachers x5
	Teaching assistants x5
	Lunchtime supervisors x1
	Nursery Staff x1
	Happy day sx2
Paediatric First Aid	Teachers x2
	TA's x2
	Nursery Staff x2
	Happy Days x1
	Lunchtime supervisors x1
Food safety	Teacher x1
	Happy days staff x1

## First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- Basic First Aid kits in all classrooms
- First Aid Boxes located in:
  - Group Room
  - Kitchen
  - Nursery

It is the responsibility of all qualified first aiders to check the contents of classroom first aid kits every half term and restock as necessary.

### **Educational Visits**

Following a risk assessment prior to visit the lead teacher will take responsibility for first aid provision to include first aid kit, medicines and administration of emergency first aid.

### **Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment in line with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a considered judgement as to whether there is a requirement to call an ambulance.

- It considered to be a serious injury
- Requires attendance at hospital
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Any injury from the neck upwards parents/carers are informed through the texting service/telephone. The child will receive a head injury letter.

In the event that the child requires hospital treatment and the parents cannot be contacted the qualified first aider/appointed person will accompany the child to hospital and remain with them until the parents arrive.

### **Records**

All accidents requiring first aid treatment are to be recorded with the following information:

- Name of the injured person
- Name of qualified first aider/appointed person
- Date and time of the accident
- Nature of accident (i.e. bumped head)
- Treatment provided and action taken
- Whether parents have been contacted.

**Monitoring and Reporting Accidents**

Mrs Corbett is responsible for reporting accidents to the County Health and Safety Team using the Staffordshire guidelines.

Signed:

Mrs B Corbett  
Executive Headteacher

Date: March 2018

Signed:

Mrs A Geoghegan  
Chair of ARC

Date: March2018

To be reviewed March 2020