



St. Malachy's Catholic Primary School, **A Voluntary Academy**



FIRST AID POLICY

WHAT IS FIRST AID?

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

FIRST AID AND MEDICATION

There are times when members of staff are called on to deal with emergencies in school. These are normally accidents, usually minor but occasionally of a more serious nature.

Treatment of accidents in school should be left to those qualified as first aiders to deal with. A list of qualified first aiders can be found on the Health & Safety board in the Staffroom (Appendix 1). At least one member of staff with current first aid training is on the premises at any one time.

FACILITIES

First Aid supply stations are located at:

- Key Stage 2 Corridor
- Key Stage 1 Cloakroom
- Foundation Stage Area

Each classroom has a first aid bag, there are also first aid bags on the exit doors to the playground, these should be taken outside at playtimes by the members of staff on playground duty. These should also accompany the class on school trips.

First Aid kits will include:

- Sterile wipes
- Gauze
- Tape
- Eye pad
- Tweezers
- Triangular bandages
- Bandages
- Insect cream
- Savlon

Our first aid kits are regularly checked and re-stocked by Mrs Horner (Lead First Aider). First Aid kits are easily accessible to adults and are kept out of the reach of children.

DISPOSABLE GLOVES SHOULD ALWAYS BE WORN WHEN DEALING WITH CASES WHERE BLOOD IS SPILLED.

ACCIDENT BOOKS

Our accident books are kept safely in the areas named above. All accidents must be recorded in the accident book. Staff have had Health & Safety training which covers details on how to complete the accident book.

Accidents should be recorded on the same day of the incident, and include:

- The date, time and place of the incident
- The name of the injured or ill person
- Details of the injury or illness and first aid given
- What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital).

Accidents and incidents that require the child to attend hospital, must be informed to Mrs Jowett (Business Manager), who will complete a Local Authority Health & Safety Accident report form and send to the Health & Safety Team, who will then decide if any follow up is required or a HSE RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) report needs completing

The information in the accident books can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- Be used for reference in future first-aid need assessments;
- Be helpful for insurance and investigative purposes.

All completed accident books should be given to the school office, for storage in the secure lock-up.

ADMINISTRATION OF MEDICATION

- Only medication prescribed by a doctor for four times a day may be administered by school staff. It must be in date and prescribed for the current condition.
- Parents should administer medication before school so that staff only give one dosage during the school day.
- Parents must complete the relevant administering medication form, which can be obtained from the school office.
- Staff administering medication, record date, time, medicine and sign on the administer medication form.
- Staff administering medication, record if any reaction to medication.
- Children taking medication must be well enough to be in school.
- Children's prescribed drugs are stored in their original containers, in the lockable unit in the staffroom or the designated medical refrigerator.

Teachers and other staff have no obligation to give medicines to children in school. The bringing into school of medicines is actively **DISCOURAGED**. Most prescribed medicines are taken 3 times a day. Before school, after school and bedtime adequately takes account of this (or, Breakfast, Tea and supper if the medicine needs to be taken with food).

NON PRESCRIPTION medicines **WILL NOT BE ADMINISTERED** to any child.

SICKNESS

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents – or other authorised adults – if a child becomes ill while in the school.

- Children who are sick or have diarrhea will need to be off school for 48 hours from the last time they have an episode.
- Children who are sick or have diarrhea in school, parents will be contacted and will be expected to collect their child and follow the 48hour guidance.
- Children with head lice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of head lice in school.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times by the Site Manager (Health & Safety Deputy) and Emergency First Aiders.

TREATMENT OF HEAD INJURIES TO CHILDREN

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult/first aider.

Parent/Carers must be contacted if the child has a bump to the head. All head bumps must be recorded into the accident book and a bumped head form should be completed by the first aider dealing with the incident and this should be sent home with the child (forms are with the accidents books). Accidents occurring at playtime or lunchtime, should be notified to the teacher on return to class.

DISPOSING OF BLOOD

Blooded items should be placed in the yellow clinical waste bags and disposed of in the sanitary bin in the female toilets.

ICE PACKS

Re-usable cold compress packs are located in the Medical fridge in the staffroom.

ASTHMA

Many children suffer from Asthma and need to use inhalers to relieve the symptoms.

Attacks can be triggered by many things including:

- Allergies eg dust
- Cold weather or strong winds
- Exercise
- Excitement or prolonged laughing
- Fumes eg glue, paint
- Sudden changes in temperature
- Viral infection eg colds

Children must have access to their inhalers at all times. Most children are able to look after their own equipment.

In case of an emergency school has a spare inhaler and spacer, stored in the lockable cabinet in the staffroom.

In the case of the young children the rules which apply to prescribed medicines will apply.

- Asthma medication is safe and no harm will be done if another child experiments with it.
- A list of staff who have attended training on the causes of asthma and how to deal with it in school, can be found in the Health & Safety Folder (School Office).
- Children will not be allowed to stay in at playtimes or lunch times unless they have broken limbs or suffer from asthma. If children are well enough to be in school, they are well enough to play outside.

Parents must:

- Ensure that children have their inhalers with them at all times.
- Ensure that all but the youngest children are shown how to look after their own equipment.
- Ensure that all inhalers are clearly labeled with the child's name and correct dosage.
- Ensure that school is informed that your child suffers from asthma

Each class has an instructions poster on their class wall for how to deal with an Asthma attack.

For further information please refer to the Schools Asthma policy.

EPI-PENS

All Epi-Pens are labelled and kept in the staffroom in the lockable cabinet

Anyone can administer an Epi-Pen in an emergency if the adult/child is unable to do themselves. However, St Malachy's School staff have received training on the use of Epi-pens. A list of staff who have received training in the use of epi-pens can be found in the Health & Safety Folder (School Office) or (Appendix 2).

Children who require Epi-pens, have one located in their classroom. A spare Epi-Pen is stored in the lockable cabinet in the staffroom.

AED (AUTOMATED EXTERNAL DEFIBRILATORS)

An automated external defibrillator (AED) is a portable electronic life saving device that can analyze heart rhythm to determine if a shock is needed for someone in cardiac arrest. An AED can be used on adults and children.

St Malachy's School has an AED and this is located in the staffroom on the Health & Safety Board.

If an adult or child is in cardiac arrest (not responsive, not breathing and no pulse), you should begin CPR, and yell for help and get the AED. When the AED arrives continue chest compressions while someone else turns on the AED and attaches the pads. If the AED says 'shock advised', press the charge button, stand clear of the patient, and press the shock button when it lights up. Then resume CPR. Once the AED is attached to the body, it will advise the person using what to do.

A List of staff who have received AED training can be found on the Health & Safety Board in the Staff room. (Appendix 3)

Revised: March 2019
By Joanne Jowett

Appendix 1

First Aid – Qualified Staff

NAME	Role	Course	Dates
Jane Horner	HLTA/ Support	First Aid at Work Level 3 (VTQ) Re Qualification Course (2 day)	18/05/18 – 17/05/21
Donna Byrnes	Support	First Aid at Work Level 3 (VTQ) Re Qualification Course (2 day)	18/05/18 – 17/05/21
Judith Whitehead	Nursery Nurse	Paediatric First Aid	20/06/17 – 19/06/20
Christine Winter	Support	Paediatric First Aid	20/06/17 – 19/06/20
Katherine Greenwood	Teacher	Paediatric First Aid	20/06/17 – 19/06/20
Julie Morris	Head of School	Level 3 Paediatric First Aid	05/12/16 – 30/11/19
Monica Bourke	Support	Emergency First Aid at Work	11/10/18 - 10/10/21
Mary Butterfield	Teacher	Emergency First Aid at Work	11/10/18 - 10/10/21
Anne Hand	Support	Emergency First Aid at Work	18/10/18 – 17/10/21
Julie Hopkinson	Support	Emergency First Aid at Work	11/10/18 - 10/10/21
Joanne Jowett	Business Manager	Emergency First Aid at Work	07/01/18 - 06/01/21
Diane Lewis	Support	Emergency First Aid at Work	11/10/18 - 10/10/21
Tessa Taylor	HLTA	Emergency First Aid at Work	11/10/18 - 10/10/21
Allen Kendall	Site Manager	Emergency First Aid at Work	03/02/17 - 02/02/20
Ileuza Da Silva	MDS/Cleaner	Emergency First Aid at Work	03/02/17 - 02/02/20
Malgorzata Maslak	MDS	Emergency First Aid at Work	03/02/17 - 02/02/20
Delores Price	MDS/Cleaner	Emergency First Aid at Work	03/02/17 - 02/02/20
Annie Chapman	MDS	Emergency First Aid at Work	18/10/18 – 17/10/21
Kirsty Meade	MDS	Emergency First Aid at Work	18/10/18 – 17/10/21
Rosa Maria Araujo De Gonzalez	MDS/Cleaner	Emergency First Aid at Work	18/10/18 – 17/10/21
Lisa Stockwell	Breakfast Club/Catering	Emergency First Aid at Work	11/10/18 - 10/10/21

Appendix 2Epi-Pen Trained Staff

NAME	Course	Date
Gill Bottomley	In House EPI-Pen training – run by First Aid Professionals Ltd	20/01/2015
Monica Bourke	In House EPI-Pen training – run by First Aid Professionals Ltd	20/01/2015
Donna Byrnes	In House EPI-Pen training – run by First Aid Professionals Ltd	20/01/2015
Anne Hand	In House EPI-Pen training – run by First Aid Professionals Ltd	20/01/2015
Julie Hopkinson	In House EPI-Pen training – run by First Aid Professionals Ltd	20/01/2015
Jane Horner	In House EPI-Pen training – run by First Aid Professionals Ltd	20/01/2015
Joanne Jowett	In House EPI-Pen training – run by First Aid Professionals Ltd	20/01/2015
Allen Kendall	In House EPI-Pen training – run by First Aid Professionals Ltd	20/01/2015
Diane Lewis	In House EPI-Pen training – run by First Aid Professionals Ltd	20/01/2015
Danielle Patterson	In House EPI-Pen training – run by First Aid Professionals Ltd	20/01/2015
Delores Price	In House EPI-Pen training – run by First Aid Professionals Ltd	20/01/2015
Katazyna Sobanska – Urbanowicz	In House EPI-Pen training – run by First Aid Professionals Ltd	20/01/2015
Christine Winter	In House EPI-Pen training – run by First Aid Professionals Ltd	20/01/2015

Appendix 3

AED Trained Staff

NAME	Course	Dates
	AED Certified Staff	
Jane Horner	AED Course	28/06/18 – 27/06/19
Donna Byrnes	AED Course	28/06/18 – 27/06/19
Dianne Lewis	AED Course	28/06/18 – 27/06/19
Julie Morris	AED Course	28/06/18 – 27/06/19
Judith Whitehead	AED Course	28/06/18 – 27/06/19
Joanne Jowett	AED Course	28/06/18 – 27/06/19
	AED Trained Staff –non Certified	
Gill Bottomley	In House	28/06/2018
Mary Butterfield	In House	28/06/2018
Emily Carpenter	In House	28/06/2018
Katherine Greenwood	In House	28/06/2018
Anne Hand	In House	28/06/2018
Ursula Holdsworth	In House	28/06/2018
Julie Hopkinson	In House	28/06/2018
Allen Kendall	In House	28/06/2018
Tom Kowalski	In House	28/06/2018
Lois Kozlowski	In House	28/06/2018
Tom Longstaff	In House	28/06/2018
Donna Peace	In House	28/06/2018
Katazyna Sobanska-Urbanowicz	In House	28/06/2018
Tessa Taylor	In House	28/06/2018
Judith Whitehead	In House	28/06/2018
Christine Winter	In House	28/06/2018
Natalie Greenwood	In House	28/06/2018