

First Aid Policy

Belonging, Believing, Building a Future

It is our mission for everyone to experience the joy of God's love in their lives as part of St Peter's family through trust and friendships. We aim for everyone to be nurtured and to grow in peace, hope and understanding of God, themselves and one another in order to achieve and live fulfilled lives.

"May the God of hope fill you with all joy and peace in believing, so that you overflow with hope by the power of the Holy Spirit" (*Romans 15:13*)

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems ensure that all children are given the same care and understanding in our school.

This policy

- Gives clear structures and guidelines to all staff regarding all areas of first aid;
- Clearly defines the responsibilities of all staff;
- Enables staff to see where their responsibilities end;
- Ensures good first aid cover is available in the school and on visits.

Guidelines

As part of the induction process new staff are given a copy of this policy. They are provided with details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.

First aid in school

There is at least one emergency first-aid trained and one paediatric first-aid trained member of staff in school at all times (during the school day and extended school day).

Sufficient members of staff are trained to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

When accidents occur during break and lunch times children are taken into the school building where first aid is administered. Staff record accidents and inform the office if any calls home need to be made.

When children are taking part in off-site visits, an identified first-aider accompanies all groups. For off-site visits made by Reception children a paediatric first-aider accompanies the group. Staff carry first aid kits and inhalers and follow the same procedures as in school.

During activities outside of the school day (after school clubs), there is a designated first-aider onsite at all times.

All parents are asked to complete a form when their child starts school providing medical information about their child.

Training

The school keeps a register of who is first aid trained and when their training is valid until.

The office staff are responsible for organising first aid training and ensuring that this is monitored and kept up-to-date. If a child is in school who has need of an Epi-Pen (See Administration of Medicines Policy) then training will be provided for the necessary staff members by the school health team.

First Aid training is renewed every three years.

Roles and Responsibilities

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required;
- To give immediate help to casualties with common injuries and those arising from specific hazards at school, e.g. using equipment for cooking;
- When necessary, to ensure that an ambulance or other professional medical help is called.

Appointed Persons

The Headteacher is the appointed person within the school to take charge when someone is injured or becomes ill and will call the emergency services if required. Should the headteacher not be on site or be incapacitated the senior teacher on site will take charge.

First Aid Facilities

Full first-aid medical boxes can be found in the main office and Pegasus classroom and smaller kits can be found in Cygnus, Tucana and Phoenix classes. These contain sufficient first-aid materials to administer first aid as recommended by the HSE. They are checked and replenished termly. In the event of there having been a significant incident they will be replenished following the incident.

The school has three travelling first-aid containers used for off-site visits. These are kept in the staff cloakroom, and contain supplies recommended by the HSE.

Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first aid container.

Accident and Injury Reporting

All first-aid incidents are recorded in the first-aid record book which is kept in the main office. An accident slip is completed and sent home for all injuries.

Where a child has a serious injury or injury to the head, the parents are contacted and informed.

Serious accidents and injuries are recorded online via RIDDOR. Reports are sent to the Health and Safety Executive and OCC's Health and Safety Manager.

Specific Medical Needs

For a child who has a specific, diagnosed medical need, a care plan will be drawn up with the child's parents/carers and any medical professionals involved with the child. This will detail:

- The child's needs;
- The signs and symptoms;
- Causes/triggers;
- Treatment;
- Emergency contact details;
- Information for the emergency services.

This information will be shared with all staff members and training will be provided to staff by the school health team if required. The care plan will be displayed in all classrooms, the office and the staff room next

to the phone in case of emergency. The care plan will also be taken on any trips of visits and will be taken into account when reviewing risk assessments.

Calling the emergency services

In the case of major accidents, it is the decision of the Headteacher if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must,

- State what has happened
- The child's name
- The age of the child
- Whether the casualty is breathing and/or unconscious
- The location of the school