



St Paschal Baylon Catholic Primary School



Following In The Footsteps Of Christ

First Aid Policy

Rationale

It is a statutory duty for an employer to make adequate first aid provision for all employees. In St Paschal Baylon Catholic Primary School it is recognised that that this provision should cover all pupils, staff and visitors.

The Headteacher is responsible for ensuring that this policy is put into practice and for developing detailed procedures including informing staff and pupils of relevant first aid procedures.

The purpose of this policy is therefore:

- To provide effective, safe First Aid cover for all pupils, staff and visitors
- To ensure that all staff are aware of the systems in place
- To have in place adequate first aid equipment
- To provide awareness of Health and Safety issues within school and on school trips to prevent, where possible, potential dangers or accidents

First Aid Personnel

All members of teaching staff, teaching assistants and lunchtime supervisors have attended a one day First Aid course and, as such, are able to administer basic first aid to both adults and children.

A designated member of staff will regularly complete and review the three day First Aid at Work course approved by the Health and Safety Executive.

At least two designated Early Years practitioners are trained in Paediatric First Aid.

Location of First Aid Equipment

First Aid Equipment is stored securely in several key locations throughout the school.

The locations of the First Aid Boxes in the school are:

- EYFS/Y1 – in Reception and Y1 classrooms
- KS1 – outside Y2 classrooms
- KS2 – outside the Resource Room
- In the school office
- In the Medical Room

A designated member of staff is responsible for checking the contents of the First Aid boxes and re-stocking them as needed.

The defibrillators are kept in the medical room at the front of the school and by the main front doors in the school gym.

Individual medication (such as inhalers and epi-pens) needed for children with individual health care plans are kept in a secure and accessible place within the individual child's classroom with spare medication kept securely in the school office. (please also see 'Supporting Children with Medical Needs Policy')

The school also has designated bins for the safe disposal of items contaminated with bodily fluids (e.g. blood soaked dressings) and also for the safe disposal of 'sharps' such as discharged epi-pens. These bins are located in the first aid area on the Year 2 corridor.

Illness During the School Day.

In the event of a pupil feeling unwell during a lesson, they should advise their teacher who will check on their general health and well-being. The teacher, in consultation with a senior member of staff will make a decision as to whether the child needs to be sent home. If a child needs to be sent home, the class teacher will send the child to the school office accompanied by a teaching assistant where a member of the office staff will contact parents/carers. The child will be supervised by a member of staff until they are collected by a parent/carer.

Administration of Medicines

(Please also see related policy: 'Supporting Pupils with Medical Needs')

Medication should only be administered by school staff in exceptional circumstances where administration within school hours is unavoidable e.g. chronic long-term conditions such as diabetes or epilepsy. Any medication administered in school must be prescribed by a fully qualified health care professional, contain correct dosage and administration instructions and be in date.

Parents/carers must complete the appropriate consent form and Individual Health Care Plan before the school will agree to administer the medicine. All medicines will be stored in a central and secure location and the school will

keep a record of all medicines given out, recording the date, time and dosage and the name of the person administering the medication.

It is the responsibility of all staff to ensure that they are aware of the pupils in school with acute medical needs and that they have informed other key staff who come into contact with that child of their medical needs and correct care procedures.

Parents of pupils with asthma are asked to complete an Individual Health Care Plan indicating treatment required and dosage. Class teachers have lists of children in their class with asthma and each child is issued with a separate container for their inhaler which is stored in the class stock cupboard. The designated first aider for the school takes the lead on the administration of medicines and information regarding asthmatic pupils. The whole school asthma register is displayed on the Medical Information Board in the school staff room and this information is also stored electronically on the internal school SIMS system.

A hard copy of the School Medical Population is held securely by the Designated First Aid Lead and this information is also stored electronically on the internal school SIMS system.

Procedures

Teachers and all other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents might be expected to act towards their own children. All staff have been made aware of the support available and the procedures to follow in the case of accidents and emergencies. Once individuals have been treated, all details regarding the accident will be recorded in the relevant Accident Book.

Minor Injury

This relates to an accident on the school premises that does not require treatment greater than on-site First Aid e.g. Minor cuts, bruises and grazes.

Staff Assigned to Provide First Aid Cover

Lesson Time:

- All Class teachers and Teaching Assistants are trained to administer basic first aid if a minor injury occurs during lesson time. Once an individual

has been treated, the details regarding the incident should be recorded in the relevant Key Stage Accident Book.

KS1 Break Time:

- A designated member of staff from each year group is available in the staff room by the Year 2 First Aid area.

KS2 Break Time:

- A designated member of staff from each year group is available in the staff room by the Year 2 First Aid area.

Lunchtime:

- A designated member of staff is on First Aid Duty outside the Year 2 classrooms

The designated member of staff will record all details of injuries and treatment in the relevant Accident Book.

The designated member of staff will complete a letter to go home if a child receives an injury, for example a graze/cut to the head or face and inform the class teacher so that they can monitor the child and inform parents either by a phone call home or in person at the end of the day.

Parents/ Carers must always be informed by letter and by the class teacher if the child has received any form of head/face injury (irrelevant of apparent significance)

Significant Injury

This relates to an accident on school premises that may require treatment greater than on site First Aid. The school adheres to the following procedure:

- Member of staff who witnessed the accident takes charge and sends for a Designated First Aider / senior member of staff
- Once informed of the incident, the First Aider/ senior member of staff will go to the casualty without delay
- The First Aider/ senior member of staff will assess the situation and either administer treatment or make the decision to call an ambulance. If there is any doubt, an ambulance should always be called for.
- Parents/ carers will always be called in the event of any significant injury

- The accident will be referred to the Headteacher or Deputy Headteacher as soon as possible
- The designated first aider will remain with the patient
- If a parent/carer cannot accompany the casualty to hospital, a member of school staff will accompany him/her

Once the individual has been treated, all details regarding significant injury must be recorded in three ways:

- KS1/KS2 Accident Book
- Going Home Book
- Accident Report ACC1

Head Injuries

The school is aware of the significance of head injuries and the importance of monitoring children who have had any bump to the head regardless of whether there is a visible mark or bump. All children who report a bumped head to a member of staff are seen by a designated first aider who will assess the injury. After assessment, as with all injuries, the First Aider will decide whether any treatment is required such as a cold compress/ ice pack and the child will be asked to remain seated and under supervision for a period of time to be monitored.

All head injuries, regardless of how minor they appear to be, are recorded on an injury sheet and the class teacher is informed in order to monitor the pupil for the rest of the school day. This note is sent home with the child and the teacher informs the parent(s) or carer who is picking up the child at the end of the day.

If a child has a visible bump, bruise or cut to the head, parents are informed via a telephone call.

If a head injury is significant, as in the case of any serious injury, an ambulance is called and parents are informed.

The Appointed Person

The appointed person is someone who is authorised to take charge of the situation when someone is injured or becomes ill. They ensure that an ambulance or other professional help is summoned when appropriate. At St.

Paschal Baylon School, each member of staff is able to assume the responsibilities of the Appointed Person in a given situation.

Other Relevant Policies

- Supporting Children with Medical Needs Policy
- Health and Safety Policy
- Allergy Policy