

St. Joseph's Catholic Primary School

First Aid Policy

Here at St Joseph's Catholic Primary School, we learn and grow through the love of Jesus. Our community is a safe, caring and happy place where everyone is supported and valued. We encourage and challenge everyone to achieve their full potential, spiritually, academically, morally and socially. We inspire others with a love of learning and aim for excellence in everything we do. Through our own faith, we treat one another the way we would like to be treated. We help every child to be gentle and fair: to always do their best.

'Learning through the Love of Jesus Christ'

Introduction

Here at St Joseph's we are committed to giving all of our children every opportunity to achieve the highest of standards. We offer a broad and balanced curriculum and have high expectations of all the children. The achievement, attitude and well-being of all our children matter. This policy helps to ensure that every person in the school is provided with adequate and appropriate first aid and to put the procedures in place to meet this responsibility.

St Joseph's is committed to providing a safe and secure environment for its pupils and staff. The governors and staff are committed to promoting British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths, cultures and lifestyles.

This policy is written following the guidelines given in the 'Guidance on First Aid for Schools' published by the Department of Education (DfE)

The Designated Person for First Aid is Mrs Kim Hannon, Office Manage

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises, off the premises, whilst on school visits and on the journeys to and from school for those pupils traveling in school arranged transport.

Objectives

- To ensure the appropriate number of trained members of staff as First aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient resources.
- To inform staff and parents (on the website) of the School's First Aid procedures.
- To keep accident records and reports to the Health and Safety Executive (HSE) as required.

Duties and Responsibilities

The Governing Body is responsible for the health and safety of their employees and anyone else on the premises.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedure. She should ensure that appointments, training and resources for first aid

Date: November 2014

Date of next review: October 2018

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arrangements are appropriate and in place. She should ensure that the policy and information of the School's arrangements for first aid are communicated to all staff and parents. New staff will be informed of procedures as part of their induction programme, the staff notice board has the names of first aiders and staff training is given in response to need.

All staff are expected to secure the welfare of all pupils.

The designated Person

Mrs Hannon is Paediatric First Aid trained and will:

- look after the first aid equipment, eg restock the first aid bags in the allocated places.
- ensure that an ambulance or other professional medical help is summoned when appropriate.
- keep up to date records of those qualified in First Aid and ensure that their training is updated every 3 years

The First Aiders must have completed a training course and will be updated every three years. A list of qualified First Aiders is in the Staff Room (on the locked medical cupboard) and the Office.

They will:

- give immediate help to casualties if required during lesson time or break time.
 - Any pupil complaining of illness or who has been injured is to be sent to the office (accompanied where possible) to the Appointed person/First Aider to inspect and where appropriate, treat.
 - during lunchtime any pupil complaining of illness or who has been injured is to be sent to the lunchtime assistants who will inform the School Midday Meal Supervisors (Paediatric First Aiders) for the more serious incidents. If necessary she will send a senior pupil to go to the office.
- Record all incidents on printed accident slips which are kept in a green folder in the first aid pigeon hole in the office. This folder is taken out into the playground at lunchtimes. A copy of each accident slip is sent home to parents.
- where possible provide constant supervision for poorly or injured children.
- where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, contact parents or carers (as stated in on pupil medical records) as soon as possible so that the pupil can be collected and taken home.
- if the situation is life threatening, ensure that an ambulance is called for.

Reporting

- The Head Teacher or the most senior teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries and treatments will be recorded on the accident record slips kept in the office and a copy will be sent home to parents.
- Staff should complete an accident reporting form for employees if they sustain an injury at work – forms are kept in the office.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accident must be reported to the HSE.

This includes pupils, staff and visitors. **See attached information from HSE**
The Office Manager is responsible for ensuring this happens.

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Administration of drugs and medicines

Medicines should not be brought into school, but if necessary, the prescribed medicine such as anti-biotics can be brought to the school office. It must be clearly labelled with the child's name. A form should be completed by the parent/carer stating the dosage and times when the medicine should be taken, signed and dated by the parent. (Form attached)

If a child has a serious medical condition the pupil should have a care plan in place, which will clearly detail medication required, storage and dosage. This medication will be kept in a secure place in the classroom. For those suffering from asthma, Ventolin inhalers should be easily accessible. Controlled drugs are stored in a locked cupboard in the staff room.

First Aid boxes

First Aid boxes are located in the:

- School office
- Kitchen

First Aid boxes should contain:-

- Plasters – (assorted sizes)
- Triangular bandages
- Sterile eye pads
- Medium and large individually wrapped sterile unmedicated wound dressings
- Disposable gloves
- Safety pins
- Cotton wool

Review

This policy will be reviewed every 4 years or before if changes are recommended.

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**PARENTAL AGREEMENT FOR SCHOOL TO
ADMINISTER MEDICINES**

The school will not give your child medicine unless you complete and sign this form as stated in the First Aid Policy.

Name of child: _____ Year: _____

Medical condition/illness: _____

Medicine

Name and type of medicine _____

Dosage and method: _____

When to be given: _____

Self-administration: Yes/No (delete as appropriate)

Procedures to take in an emergency: _____

Is there a "Care Plan" in place? Yes/No (delete as appropriate)

Contact details

Telephone contact number:

The above information is to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the immediately, in writing, if there is any change in dosage or frequency or if the medication is stopped.

Parent's signature: _____

Print name: _____ Date: _____