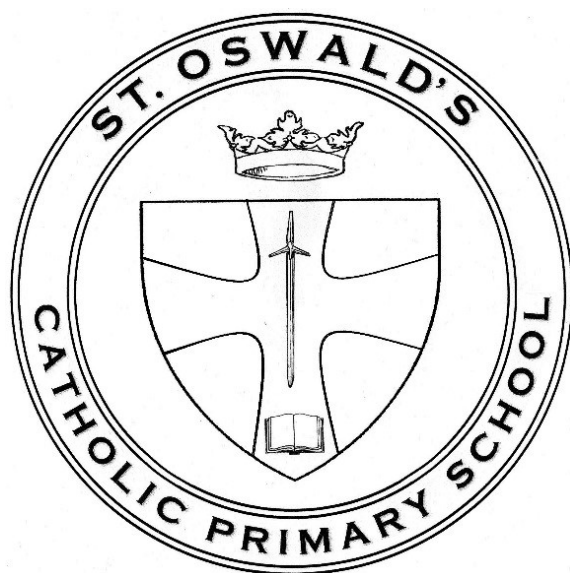


# St. Oswald's Catholic Primary School



## First Aid Policy 2023 – 2024

<b>Agreed by:</b>	<b>Approval date</b>	<b>Review Date</b>
Standards Committee	28 <sup>th</sup> September 2023	Autumn 2024

# **St. Oswald's Catholic Primary School**

## **First Aid Policy**

### **Mission Statement**

This is St Oswald's Catholic Primary School's policy for the First Aid of children and is set within the context of the whole school aims and Mission Statement:



*"Together with Jesus, we will learn and Grow in Faith".*

'Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment.

The Governors and Head teachers of St. Oswald's Catholic Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

We are committed to the legal procedures for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with legal guidance on First Aid in school.

### **Principles of policy**

The school's arrangements for carrying out the policy:

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school that require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.

## **Arrangement for First Aid**

### **Materials, equipment and facilities**

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'.

The Appointed Person: Currently the Appointed person is Mrs Hammond in juniors and Mrs Yeo in the infant building.

They will regularly check that materials and equipment are available. They will order new materials when supplies are running low. The Deputy Head teachers are responsible for the arrangement of adequate First Aid training for staff.

Each year group has their own First Aid Box. These are stored where they are visible and easy to access. The school has wall mounted First Aid stations installed by the main office area in both buildings.

Each class have their own trip first aid bum-bags. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bags are running low.

Responsibility to regularly check First Aid Boxes located in the classrooms lies with staff working in the classes. If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

Playgrounds:

#### **Infant areas:**

There is a designated First Aid area near entrance/exit doors to playgrounds. All staff are first aiders and can treat children accordingly. A member of school staff with specific responsibility for first aid is located at these entrance/exit areas at playtimes.

At lunchtime all staff members of who are first aid trained have a responsibility to administer first aid when needed. Fully trained staff will deal with any serious first aid injuries and ensure that the first aid book and slips are completed.

#### **Juniors:**

All staff are first aiders and can treat children accordingly. A member of school staff with specific responsibility for first aid is located by the entrance. This member of staff deals with more serious injuries. If a child is injured on the yard a member of staff will administer any initial first aid required and then they will ensure the child is taken into the member of staff who will administer and further first aid and complete the accident slip.

At lunchtime all staff members of who are first aid trained have a responsibility to administer first aid when needed. Mrs Newby will deal with any serious first aid injuries and ensure that the first aid book and slips are completed.

For dealing with accidents/incidents on the playground staff should follow the 'First Aid Flowchart' (appendix 1). The flowchart is displayed all around the school, in each classroom, office and next to the first aid stations.

Any major accident will be reported to the Head teacher or Deputy Head teachers as soon as possible. If an ambulance is called the Head teacher will be notified immediately, (or the person in charge in the absence of the HT, e.g.; Deputy Head teacher, Assistant Head teacher).

### **Types of injury:**

#### **Cuts**

All staff are first aiders

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe.

Any adult can treat severe cuts; however, a fully trained first-aider must attend the patient to give advice. Minor cuts will be recorded in the accident book. Severe cuts should be recorded in the accident file and parents informed by phone call. An accident form need to be filled out by the person dealing with the injury and given to the parents. Major injuries need to be reported to senior staff.

### **ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.**

Plastic bags for the disposal of soiled or used first aid dressings are also provided, these are stored near first aid boxes across both buildings.

### **Head injuries**

Any bump to the head, no matter how minor is treated as serious. All bumped heads will be treated with a cold compress. Once the child appears recovered they will return to class. The adults in the child's class-room should keep a close eye on the child. All bumped head accidents should be recorded in the accident file. Children with a bumped head will be given a head injury letter to take home.

Parents will be called if the child has a serious cut on the head, a large bump (egg) or there are obvious signs of concussion. Children who have a concussion after a head injury will need to be taken to hospital.

### **Allergic reaction**

All staff are trained in recognising the signs of serious allergic reactions and in the administration of Epi-Pens. In case of a less serious allergic reaction, a first aider should examine the child and follow care plan instructions. Please also see the 'Arrangements for Medicine at school' policy.

### **Record Keeping**

## **First Aid and Medicine files**

These files are kept in the main medical cabinets as a central source. The contents of these files are collected at the end of the academic year by the appointed person, and kept together for a period of 3 years as required by law.

The school follows the HSE guidance (RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) on reportable accidents/ incidents for children and visitors.

## **Employees/ staff:**

The school has a responsibility to provide first aid to all staff. In case of an accident/incident staff should seek First Aid from any of the qualified First Aiders. All First Aid treatment to staff will be recorded on an accident form that can be obtained from the office and reported to the appointed person. In case an accident/incident results in the individual being taken to hospital, where they receive treatment and are absent from work for 3 days or more, the appointed person needs to be notified. The appointed person and the Head teacher will review the accident/ incident and will decide if it needs to be reported to the HSE.

## **Notifying parents**

The school uses a medical slip for parent notification.

The slips are part of a first aid book in which the accident/incident is recorded and the parents/carers receive a detachable slip. Finished books are kept in the school offices.

When children have a visible mark or bump parents are informed by phone call or spoken to at the end of the school day.

## **Calling the Emergency services**

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Head teacher or Deputy Head teacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey.

If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

It is the parents/carers responsibility to provide the current correct contact details.