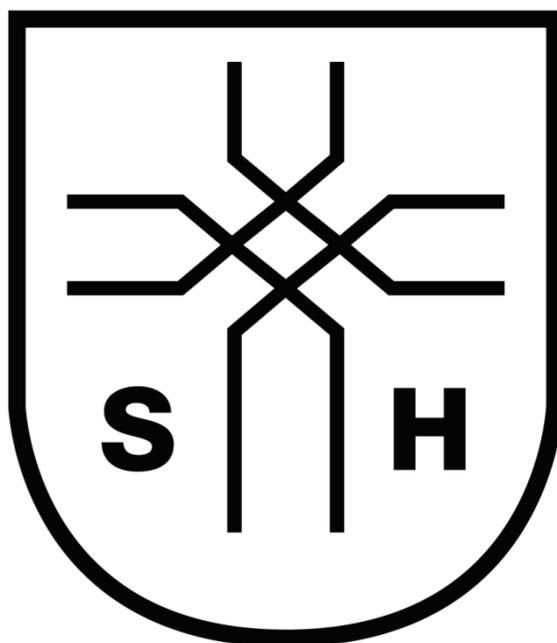


# Sacred Heart Catholic Primary School



## Guidance for First Aid

Date approved	October 2019
Date of next review	October 2020

**Equality Act Statement:**

1. We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.
2. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.
3. We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.  
Please refer to St John the Baptist Multi Academy Trust Equality & Diversity Policy



The health and safety, and wellbeing of all children and staff at Sacred Heart Catholic Primary School is of the highest importance to all. This policy explains the practices in place to address the health needs of the children and staff which may be as a result of accidents or medical conditions.

### **This policy;**

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

### **Who is trained and how do staff know about first aid procedures in school?**

Every member of staff receives basic 1 day first aid training from an external provider. Refresher training is provided in school on an annual basis, which staff are expected to attend. Some members of staff attend more intensive 3 day First Aid at Work training. New staff are made aware of this policy and the procedures for administering first aid within school. Existing staff are reminded of procedures annually or changes to procedures as they happen.

### **Who can administer first aid?**

During the school day (including out of hours clubs/events): any member of staff can administer first aid to a child or adult who has injured themselves on the school premises. Some members of staff may wish to seek a second opinion from a colleague.

When children are taking part in off-site visits pupils under 5 years of age should be accompanied by a First Aid at Work member of staff.

### **What are the main duties of any first aider in school?**

- To complete a training course provided by school.
- Be aware of the individual medical needs of certain pupils within the school community and react according to the information provided in the first aid area/at annual training.
- Offer immediate help to casualties with common injuries and those arising from specific hazards at school.
- Consult a colleague if in any doubt about the seriousness of the injury, the way the injury should be treated or the reaction of the individual involved. Help and support can be provided by a colleague who is in the immediate vicinity or from a First Aid at Work trained member of staff and/or a senior member of staff who have been called to assist. In these cases, the casualty should never be left alone.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Follow the procedure for recording the incident and making appropriate staff aware of the injury in order for them to continue to provide support and/or notify parent/carer at the end of the school day.
- Dispose of waste materials from an incident of a nose bleed or vomiting waste materials appropriately: bagged and disposed of in the industrial bins outside the kitchen area.

### **What are the duties of a First Aid at Work member of staff?**

As above with the addition of:

- Provide support for colleagues when requested;
- Check, replenish order new resources/equipment on a weekly basis;
- Check how incidents are being recorded and consult with a senior member of staff if any irregularities are found.

### **What are the duties of the lead person on a school trip?**

- To ensure that there are sufficient numbers and appropriately trained members of staff accompanying pupils.
- Prepare and check that there will be sufficient first aid equipment/resources being taken before the visit commences and that these are distributed appropriately amongst staff to ensure quick access in the event of an incident.
- To ensure that parent/governor volunteers taking part in trips are aware of the first aid procedure to be followed in case of an injury.
- To ensure that there is at least one member of staff trained in first aid with each group of children, when separating from the main party. The exception would be in an instance where first aid facilities are available at the venue.
- Ensure that all incidents are recorded appropriately in the first aid visit books and that injuries treated/sustained are notified to parents on return.
- Replace/wash any resources/equipment used on the trip or notify a First Aid at Work member of staff if they experience any difficulties doing this.
- Arrange for any soiled hi-vis jackets to be washed on return from a trip. Ensure all hi vis jackets worn on a farm visit are washed following the return to school.

### **Who is the appointed person in school?**

The head teacher is the appointed person within the school to take charge when someone is seriously injured or becomes ill. A First Aider at Work trained member of staff will advise the head teacher if necessary. In the absence of the head teacher a senior teacher will carry out this role.

### **Where are the first aid facilities within school?**

There is a fully stocked first aid area by the Year 1 door/toilets, including ice packs stored in a fridge/freezer. There is a small stock of basic resources in the school hall, which can be accessed during any community events, e.g. mass on a Sunday. There are a number of stocked first aid waist bags, which can be worn by staff on duty outside/when off the premises.

During break times this area is normally staffed according to the rota in place. Pupils sustaining minor injuries can be brought to the area and the injury explained by a member of staff on duty outside or a responsible older pupil. If this area is unmanned then any member of staff can treat the injury. Major injuries may need to be dealt with, without moving the pupil from the site of the incident. On such occasions other members of staff should be called immediately, preferably immediately calling a First Aid at Work trained individual or a senior member of staff in their absence. There should be minimal delay in dealing with major injuries.

A defibrillator is positioned outside the main entrance and can be accessed by any member of staff via a code which is displayed in the school office and on the medical board in the staff room.

### **How are medicines administered?**

See the policy: *Supporting pupils with medical conditions* for more details.

- Medication is stored in the medicine cabinet in the bursar's office or the fridge in the staff room if cold storage is required.
- A list of pupils with their own salbutamol inhaler in school is kept in the medicine cabinet. This details those pupils who have permission to take an emergency school inhaler (stored in the medicine cabinet) in the event of their own inhaler being unavailable.
- A list of pupils with their own medication, e.g. allergy including adrenaline autoinjector pens, is also inside the medicine cabinet, along with any medication.

- Care plans (where appropriate) and information regarding the administration of individual medication is kept in the purple folder on top of the medicine cabinet.

### **How are accidents and injuries recorded and reported?**

- All first-aid incidents should be recorded in a first-aid record book. There are two for each class:
  1. Minor injuries, e.g. grazes, bumps to the body from falls and collisions
  2. Major injuries, e.g. a head injury where concussion may be likely/is suspected; deep wound; suspected break or fracture
- The minor injury book is stored by the nearest outside door to the class concerned, before morning break and after lunch break. This should be used by any member of staff treating a pupil's injury. Between morning break and the end of the lunch break the book is stored in the first aid area for easy access during breaks. After lunch this is returned to the usual storage place with staff being notified of any injury. It is good practice to notify parents/carers of any treatment offered in school.
- The major injury book has a carbon copy which is retained in school and the original record which is normally handed to the parent/carer at the end of the day by a member of staff.
- Each pupil who has been treated in the first aid area will receive a first aid sticker as a visual reminder to staff/parent to question the pupil about their injury following the event, e.g. how are they feeling?
- Parents will be notified by telephone if there is a head injury which is suspected to have caused/will cause concussion or if there is a requirement to have the injury checked by a medical professional at the earliest convenience, e.g. a suspected fracture.
- For off-site visits/trips a first aid record book should be taken and details of any first aid administered on the trip should be recorded. This should be handed over to a senior first-aider by the adult responsible for the trip on return to school.

### **When are the emergency services called?**

In the case of major accidents, it is the decision of a First Aid at work member of staff or in their absence the head teacher or member of the Senior Leadership Team to be called.

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

1. State what has happened
2. Give the injured person's name and age.
3. Inform whether the casualty is breathing and/or unconscious
4. Give the address of the school, including post code and contact number.
5. After reporting the incident to emergency services, they should go to the front door of the school to await their arrival and direct to incident.

In the event of the emergency services being called, a member of the admin staff should arrange for printing of child's details from Pupil Asset and hand this to the emergency services on arrival.

If the casualty is a child, their parents 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 located in the school office.