

ST. MARY'S CATHOLIC PRIMARY SCHOOL

FIRST AID POLICY

St. Mary's Catholic Primary School

FIRST AID POLICY

Policy Statement

The Governors and Head teacher of St. Mary'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.

The Governors are committed to the Authority's procedure for reporting accidents and recognize their 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 the Authority's guidance on First Aid in school.

Signed:
(Headteacher)

Date:

Signed:
(Chairperson of Governing Body)

Aims

St. Mary's aims to ensure that children are safe and secure in their learning environment so that real learning can take place.

This Policy should be read in conjunction with the School's other Policies on Safeguarding Pupils (e.g. Health and Safety Policy, School Security Policy etc.)

Statement of First Aid organization

The school's arrangements for carrying out the policy include nine key principles.

- Places duty on the Governing Body to approve, implement and review the policy.
- Places 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 which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

Arrangements for First Aid

Materials, equipment and facilities.

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

The location of First Aid kits in school are:-

- Medical Room
- Kitchen
- Nursery

The contents of the kits will be checked on a regular basis by the School's Welfare Assistant/Kitchen Staff.

Appointed person for First Aid is Mrs. Tina Squillaci.

Whole staff training on First Aid will be undertaken every three years and all teaching and support staff will be invited to attend.

The latest whole school staff First Aid Training was carried out in September 2010.

Off site activities

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc. A person who has been trained in first aid will accompany all off site visits.

Information on First Aid arrangements

The Headteacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.

In addition the Headteacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with First Aid qualifications.
- Location of First Aid boxes.

All members of staff will be made aware of the school's First Aid Policy.

Accident Reporting

The Governing Body will implement the LA's procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils, an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital.

For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR, the advice of the authority will be sought.

Where a pupil has an accident it will be reported to the LA.

All accidents to non-employees, e.g. visitors, which result in injury, will be reported to the authority.

Pupil accidents involving their head

The Governing Body recognize that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents or carers.
- Head bump forms are kept in the folder in the Medical Room.

Transport to hospital or home

- The Headteacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over responsibility for the child.
- If the parents can not be contacted then the Headteacher may decide to transport the pupil to hospital.

Where the headteacher makes arrangements for transporting a child then the following points will be observed.

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.
- Any medical/personal contact details for that pupil will be taken as well.

Personnel

Appointed persons:

- Tina Squillaci

Other First Aiders:

- Tina Squillaci
- Therease Bright
- Janet Kiely
- Debbie Bentley
- Christine Kissinger
- Joanna Williams
- Fiona Myers
- Farley Marsh
- Joanna Williams
- Jenny Whyms

This Policy is due to be reviewed: July 2013