

Review date	Version	Date of next review	Approved
May 2016	1.1	Summer 2018	

**St. Mary's Catholic Primary School**  
**A Catholic Voluntary Academy**  
**First aid policy**

**OUR MISSION STATEMENT**

In our Catholic School we provide a:

**S**afe, loving and enriching environment

**T**rust, and patience

**M**otivation to reach individual's full potential

**A**cceptance and celebration of uniqueness

**R**espect for all

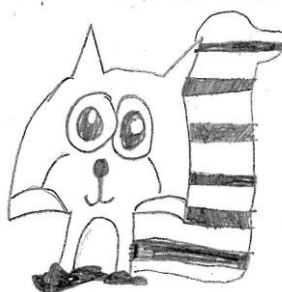
**Y**oung people nurtured in the Spirit of God.

**S**chool full of awe and wonder

St. Mary's School is a Rights Respecting School and as such the needs and well being of our children are at the heart of all policies in accordance with the United Nations Convention on the Rights of the Child

**Article 28**

*You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.*



Introduction

We at St. Mary's are committed to providing emergency First Aid cover to deal with accidents, which occur to employees, children and all categories of visitors.

### Aims

- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the School and on school visits, to prevent, where possible, potential dangers or accidents.

To achieve this, the school will:

- Have a minimum of one suitably stocked first aid box in each Key Stage area.
- Ensure that at least one appointed person will take charge of first aid arrangements.
- Provide information to employees, children and parents on the arrangements for first aid.
- Have a procedure for managing accidents.
- Review the arrangements for first aid annually.

### First Aid Boxes

All first aid boxes in the school will conform to the Health and Safety Executives (HSE) minimum provision and are located :-

- In the top infant corridor
- In the cupboard next to staff room

### Appointed Persons

The following person(s) are responsible for ensuring that first aid boxes are correctly stocked according to the Authority's advice:-

**Mrs. Lisa Dodson and Mrs Lisa Coupland**

### Information

1. Children will be told what to do if there is an accident. This to be relayed to children during assemblies and by Class Teacher.
2. Details of the school's arrangements for first aid will be included in the staff handbook.

### Accidents

In the event of a pupil having an accident involving an injury or suspected injury during a session time the following procedure will be followed:-

1. Send adult/suitable child to/for named first aider
2. Ensure safety of injured child/and other children
3. Do not take action until first aider arrives.

If the accident occurs during breaks or lunchtime, the following procedure will be followed:-

1. Send adult/child to first aider, ensure safety of injured child/and other children.
2. Do not take action until first aider arrives.

### **Accident Reporting**

All accidents will be recorded and reported in the accident book and include:-

- The date, time and place of the incident.
- The name (and class) of the injured person.
- Details of injury and what first aid treatment was given.
- What happened to the person immediately afterwards.
- Name and signature of the person or first aider dealing with the incident.

The top copy of the accident form is given to the child so parents are informed of first aid given. In the case of more serious accidents, parents or carers will be informed immediately.

### **First Aid Training**

The school will maintain an up-to-date list of those employees who have undergone emergency first aid training. There is a rolling programme to update these every three years. There are 2 qualified first aiders in school who have the First Aid at Work certificate and other teachers and teaching assistants have the Emergency First Aid certificate. There are three Paediatric First Aiders; Lisa Dodson, Josie Sutton and Veronica Horan. All lunchtime supervisors have undertaken first aid training.

### **School Visits and Journeys away from school**

Before undertaking any off-site activities, the Head Teacher or class teacher will assess what level of first aid provision is needed. All trips should include a First Aider. A portable first aid kit will be carried. When the school field is used a portable first aid kit will be carried and a mobile phone so the school and/or emergency services can be contacted in the event of an accident.

### **Employees**

All staff will receive a copy of this policy

All employees are required to:-

- 1) Comply with their employers arrangements for First Aid.
- 2) Report any adverse events which could give rise to or have resulted in an accident.

Teachers' conditions of employment do not include giving First Aid, although any member of staff may volunteer to undertake these tasks. Teachers and any member of 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 at school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### **Transport to Hospital or Home.**

The Head Teacher will determine what is reasonable and sensible action to take in the circumstances of 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 Head Teacher will contact the parents for them to take over the responsibility of the child.

If the parents cannot be contacted then the Head Teacher may decide to transport the pupil to Hospital.

Where the Head Teacher makes arrangements for transporting a child then the following points will be observed:-

1. Only staff cars insured to cover such transportation will be used.
2. No individual members of staff should be alone with a pupil in a vehicle.
3. The second member of staff will be present to provide supervision for the injured pupil.
4. Where reasonably practicable efforts are made to obtain the appropriate car seat for the pupils height/weight.
5. A copy of pupil details will be obtained from school office.
6. It is an unlikely event that school staff who take pupils to hospital after accidents will be asked to sign the consent forms but if asked must decline to do so.

### **Religious Considerations**

Due to religious convictions some families choose to decline certain medical procedures or treatments. If this is made known to the school pupils' record cards should have an appropriate entry regarding this and this should be known to the First Aider or teacher who may have the duty of taking the child to hospital in an emergency if the parent is not available.

### **Arrangements for First Aid during Playtimes and Outdoor activities**

A member of staff is on first aid duty in the infant corridor during morning and afternoon playtimes.

1. For non-serious injuries the child is sent to the first aider on duty.
2. If the injury is more serious, do not move the child and send for the first aider,
3. All injuries that are dealt with must be written in accident book which is kept with the first aid equipment. Dinner Playtimes – injuries to be dealt with by dinner supervisors. Sport – Person in charge to ensure that a fully stocked portable First Aid bag is taken to all activities.

### **Children in school with a serious allergy to nuts and other foods.**

All have care plans which are kept with the epipen. Staff receive Epipen training annually.

Epipens must be taken on any journeys undertaken. Also contact phone numbers for the pupil should be taken. In the event of a child suffering an allergic reaction, a first aider should be sent for immediately but Epipen trained staff dealing with this child should take immediate action if thought necessary. All staff are aware of the children at risk.

The school holds a file of all children who have any medical conditions. A copy of the file is issued to all teaching staff. A copy of this is also kept in the staff room. All medical equipment and medicines are kept in the designated lockers in the staff room. Staff can administer medicine if requested by parents and parents have filled in a medicine consent form. The name of the child needing medication is written on the designated notice board in the staff room together with the medicine needed, and time to be given. Inhalers are also kept in the drawer and should be taken with the child when doing games outside/on the field and taken by the First Aider on any trips including swimming lessons in Year 4.

### **Children with individual care plans**

Care plans are kept on the noticeboard in the staff room and have a photo of the child included.

### **Intimate Care Provision**

Staff who work with children who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at St. Mary's work in partnership with parents/carers to provide continuity of care to children wherever possible.

As a basic principle children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer and health.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where possible one child will be cared for by two adults unless there is a sound reason for having one adult present. Staff undertaking any form of intimate care should always wear disposable gloves.