



## St Wilfrid's Catholic Primary School

### First Aid Policy

<b>Date Written</b>	February 2023
<b>Date Agreed</b>	09.02.23
<b>Chair of Governors (Signature)</b>	Mary Higgins
<b>Head Teacher (Signature)</b>	Helen Milligan
<b>Date for review</b>	February 2023
<b>Links to Other Policies</b>	Health and Safety Policy, Behavioural Policy, Child Protection and Safeguarding Policy, Supporting Pupils with Medical Conditions Policy, Educational Visits and School Trips Policy

## **1. Legal framework**

- 1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

Health and Safety at Work etc. Act 1974

The Health and Safety (First Aid) Regulations 1981

The Management of Health and Safety at Work Regulations 1999

DfE (2015) 'Supporting pupils at school with medical conditions'

DfE (2000) 'Guidance on First Aid for Schools'

DfE (2018) 'Automated external defibrillators (AEDs)'

## **2. Aims**

- 2.1. All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

- 2.2. Staff will always use their best endeavours to secure the welfare of pupils.

- 2.3. Anyone on the school premises is expected to take reasonable care for their own and other's safety.

- 2.4. The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

- 2.5. Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

- 2.6. To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

A leaflet giving general advice on first aid

20 individually wrapped sterile adhesive dressings, of assorted sizes

2 sterile eye pads

1 individually wrapped triangular bandages, preferably sterile  
6 safety pins  
2 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings  
2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings  
1 pair of disposable gloves  
Yellow medical waste bag

2.7. The site manager lead first aider (Theresa Pugh) is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

2.8. First aid boxes are in the following areas:

**In every classroom**

**ICT Suite**

**First Aid areas around school**

**Staffroom**

### **3. First aiders**

3.1. The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.

3.2. First aiders will ensure that their first aid certificates are kept up-to-date.

3.3. The current first aid appointed person(s) are:

- Ruth Gregory (First aid at work)
- Helen Milligan
- Dianne Kenny
- Carol Harris
- Fiona Clarke
- Julie Ward
- Charlotte Turner
- Claire Moules

(All of our lunch time supervisors have basic first aid training)

### **4. Automated external defibrillators (AEDs)**

4.1. The school has procured an AED, which is located in the main office.

- 4.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

## **5. Emergency procedures**

- 5.1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

- 5.2. If called, a first aider will assess the situation and take charge of first aider administration.

- 5.3. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

- 5.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent’s clear instruction, take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

- 5.5. Once the above action has been taken, the incident will be reported promptly to:

The **headteacher**.

The victim(s)’s parents.

## **6. Reporting to parents**

- 6.1. In the event of incident or injury to a pupil, at least one of the pupil’s parents will be informed as soon as practicable.

- 6.2. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.
- 6.3. In the event of a serious injury or an incident requiring emergency medical treatment, the school office will telephone the pupil's parents as soon as possible.
- 6.4. A list of emergency contacts will be kept at the school office and can be accessed on SIMs.

## **7. Offsite visits and events**

- 7.1. Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.
- 7.2. For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy.

## **8. Storage of medication**

- 8.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions.
- 8.2. All medicines will be stored in the original contained in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- 8.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 8.4. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an emergency inhaler.
- 8.5. Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHCP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis.

## **9. Illnesses**

- 9.1. When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.
- 9.2. Pupils will be monitored during this time.

## **10. Allergens**

10.1. Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

## **11. Consent**

11.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

11.2. Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

## **12. Monitoring and review**

12.1. This policy is reviewed annually by the governing board, and any changes communicated to all members of staff.

12.2. Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

### **Additional Information**

#### **Cuts**

All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Cuts should be recorded in the accident book and parents informed. ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES. All blood waste should be placed in a bag and disposed of in the outside bin at the front of school.

#### **Bumped heads**

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child's parents should be notified. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book.

#### **Accident Book**

The accident book is located at the first aid station outside of the hall (Y3 corridor) and should be completed for every incident where first aid is administered. The first aider should pass the completed slip the class teacher. The class teacher should hand the slips to the parent. For major accidents, relevant forms must be completed as soon as possible after the accident.

**Calling the emergency services**

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: 0121 675 3319
2. Give your location as follows: St Wilfrid's Catholic Primary School, Hurst Lane, Shard End, Birmingham, B34 7HN
3. Give your name:
4. Give name and age of child and a brief description of child's symptoms:
5. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

It is important to: Speak clearly and slowly and be ready to repeat information if asked