



# First Aid Policy

Approved : September 2021  
Next Review : September 2022

Our Mission Statement

**'Growing in Love in the Spirit of Christ for the benefit of all.'**

## **General Statement**

St Joseph's Catholic primary and Nursery School, New Ollerton. A Voluntary Academy is committed to providing emergency first aid cover to deal with accidents, which occur to employees, children and all categories of visitors.

To achieve this the school will:

- Have a minimum of one suitably stocked first aid box in each key stage area.
- At least one appointed person in each of KS1 and KS2 to 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.

**This policy will also adhere to the Safeguarding/Child Protection Policies and Prevent Strategy where applicable.**

## **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: -

- Staff Room
- KS1 corridor
- Nursery

## **Appointed Persons**

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

Mrs L Henderson

## **Information**

1. A notice has been placed in each room of the school stating the location of the nearest first aid box.

2. Children will be told what to do if there is an accident.
3. The school's First Aid Policy will be available on line and a paper copy will be available from the office and in the **staff room**.

## 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. Teacher/First Aider in class to deal with injured child.
2. If further assistance needed send helping hand to office and they will organize further first aiders to assist.

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

1. Small grazes etc will be dealt with on the playground.
2. More serious grazes and head bumps to be dealt with by first aider.
3. This person will decide on further action needed.

## Accident Reporting

All accidents will be recorded and reported using the school's accident reporting form which includes :

- 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.

'**Accident Record Book**' to be kept in staffroom cupboard, KS1 corridor, **Nursery** and by KS1 and KS2 MDSA staff and completed for all accidents, and first aid slips to be completed and copy passed to teacher for the child's parent(s).

## First Aid Training

The school will maintain an up-to-date list of those employees who have undergone emergency first aid training. There are currently **2 members of staff with at First Aid at Work Level 3(QCF) qualification** and 20 approx members of staff with Emergency First Aid at Work qualification, and **3** with Paediatric First Aid training which meets the suggested requirements of the HSC First Aid at Work Approved Code of Practice and Guidance. School staff have received epipen training which would be refreshed when appropriate.

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

Before undertaking any off-site activities, the teacher in charge will complete a Risk Assessment and hand it to the Educational Visits Coordinator (Mrs S Broad) who will assess what level of first aid provision is needed. Where appropriate a portable first aid kit will be carried, the contents of which will conform to the Authority's guidance.  
Documentation

### **First Aid off site**

As well as permanent First Aid Kits in Staff room, **Nursery** and KS1 corridor a portable versions are available for off site visits. This would include swimming, walks in the local area, residentials, educational visits etc.

### **Policy**

All staff are made aware of this policy and encouraged to consult upon it annually. All are also encouraged to familiarise themselves with First Aid training documentation and training guide within the 3 year training cycle.  
Further Guidance will be given to individual staff upon request.

### **First Aid Accommodation**

The Staff room is normally designated as a suitable area for administering First Aid. Signage around the school buildings and grounds notifies all stakeholders of First Aid facilities on site.

### **Medical information**

All staff are made aware of medical issues concerning children in their class by way of an information sheet at the front of the register. This includes allergies, asthma etc.

### **Administration of medicines**

It is at the school's discretion if medicines can be administered in school time. We would try to accommodate requests in the short term by minimising disruption to the child / children's learning and day to day running of the school and upon completion of a health plan completed by parents. Medication will be stored in the school office and a record kept of any administered.