

Holy Souls Catholic Primary School First Aid Policy

All staff at Holy Souls Catholic Primary School have a duty of care to the children in our school. The Governing Body has responsibility for First Aid at Holy Souls Catholic Primary School. The Head teacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. Teachers and other 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 the 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. The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site. We all have responsibility to assess a child's injury, provide care for minor cases and call for the assistance of a qualified First Aider if we judge this to be necessary. First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. At Holy Souls Catholic Primary School, we have drawn up an annual checklist and risk assessment to ensuring we are meeting our statutory duties.

First-aid provision at Holy Souls Catholic Primary School First aid provision at Holy Souls Catholic Primary School is as follows:

- Suitably stocked first-aid containers/kit in all rooms;
- One designated First Aid equipped area i.e. the Main Office; Hall; year 3 landing; year 5 landing; Hut
- First Aid travel bags for trips;
- Eleven qualified First Aiders;

First Aiders' Main Duties.

First aiders must complete a training course approved by the Health and Safety Executive (HSE). At school, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called.

Appointed Person(s)

An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment eg: re-stocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Risk Assessment / Assessment of Need.

The Senior Management will make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks. First Aid Provision will be reviewed annually to monitor the effectiveness of the provision and ensure standards are being met.

All children who feel unwell or who have had an accident should, if possible, be brought to the Main Reception Office; where it is unsafe to move the child, a 'help hand' should be sent to Reception Office for assistance. Staff who are qualified in First Aid will initially assess the child's need and apply basic first aid; a second opinion should also be sought from a member of SLT or another qualified first aider. For minor injuries, Reception Office will issue a 'bump' note, as appropriate and these notes are then passed on to parents at the end of the day, together with a verbal explanation by a member of staff. If there is even the slightest concern that the injury may be more serious, parents will be contacted immediately.

For serious incidents/medical emergencies then an ambulance will be called immediately. The decision to call an ambulance is usually the responsibility of the Head or Deputy; however, in a genuine emergency the Receptionist will phone directly and inform the Head teacher once this is done.

Body spillages, including vomit no adult in school should remove any body spillages, including vomit. If a child is sick in the classroom or other shared space, the vomit should be covered by a chair and paper towels, if available, and children removed from the area. The Office will contact the BSS on duty and they will clean the area.

Lunchtimes.

There are three first aid stations:

- Medical Room – back of school by Reception classes
- The office area.
- Playground area under canopy.

All children should be seen in outdoor area in breaks and child brought to Main Office Area if further treatment is required or first aider has assessed the need for further treatment.

Inhaler and Auto Injectors (Epi-pens)

Inhaler and Epi-pens will be kept in the named child's classroom, under the supervision of the class teacher, clearly labelled in appropriate storage box with the child's name.

Physical Education.

All auto-injectors (Epi-Pens) and asthma inhalers should be taken with the children to the Physical Education lesson. If an accident occurs, the pupil needs to be assessed by the teacher and sent to a qualified first aider, if required. The incident should be recorded, including the time and what happened. A first Aid Kit is available from the school Reception Office and an ice pack is kept in the fridge in the reception office area.

Portable first aid kits should be taken to all off-site events, together with inhalers and Epi-pens.

Educational Visits.

The extent and nature of first aid provided will depend on the type of the visit and the risks identified. Organisers should undertake a risk assessment which will identify the level of first aid needed and make appropriate arrangements for pupils with special medical needs. A good knowledge of first aid and an adequate first aid box are required for all visits. In more remote locations, one of the teachers should be a fully-qualified first aider. First aid equipment carried should reflect specific hazards identified and the availability of professional medical help. Minimum first aid provision is:

- a stocked and checked first aid box, appropriate to the nature of the visit and the numbers in the group;
- a teacher appointed to be in charge of first aid arrangements.

First Aid Items.

The following first aid items are the minimum recommended by the Health and Safety Executive:

- a general advice leaflet;
- individually wrapped sterile adhesive dressings;
- large and medium sterile un-medicated wound dressing;
- triangular bandages;
- safety pins;
- individually wrapped moist cleansing wipes;
- disposable gloves;
- a resuscitator (for hygienic mouth to mouth resuscitation)

Specific Medical Conditions.

All children with specific conditions eg. asthma, epilepsy, allergy will have SAC, ACP, ACP which is written by the School Nurse in agreement with parents or parents and shared with school

Medicines in School.

School staff are willing to administer basic medicines in school eg. Antibiotics, cream provided that this has been prescribed by a doctor as well as over the counter medicines but only when a consent form is completed by the parent, together with dosage directions. (See 'Managing Medicines in School' policy, see Appendix A)

Policy ratified and adopted on 13th October 2021

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