

St Mary's Catholic Primary School



*'With Jesus, we learn together  
through faith and love'*

## **First Aid Policy**

It is essential to have in place adequate first aid provision and medical care for all pupils and school personnel. First Aid can save lives and prevent minor injuries becoming major ones. Under Health & Safety legislations employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The Governing Body of St. Mary's Catholic Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all pupils, employees and visitors to the school.

### **Aims**

1. To provide adequate first aid provision and medical care for pupils and school personnel.
2. To have in place qualified first aid personnel.
3. To have in place adequate first aid equipment.
4. To have in place excellent lines of communication with the emergency services and other external agencies.

### **Location of First Aid Equipment**

- Each classroom has its own First Aid bag which contains Asthma inhalers and epipens or medication needed for allergic reactions. These bags are taken into the hall during lunchtime and are taken outside during playtimes. These bags are also taken with the class to P.E. lessons and any activities outside the classroom (e.g. assemblies)
- First Aid boxes should contain a range of equipment ( thermometers, plasters, sterile wipes, bandages, gloves etc)
- There is a First Aid box in the Admin office in a cupboard on the right hand side of the door
- There is also a First Aid box in the hall in a First Aid trolley near the junior playground door
- There is a First Aid box in Early Years
- First Aid boxes are also located in the staffroom
- First Aid bags/boxes are taken out to the playground during playtime or outdoor P.E. lessons
- Ice Packs are located in the freezer in the hall store cupboard and in the Early Years Freezer box
- Portable First Aid kits are taken on educational visits
- First Aid equipment will be checked each week to ensure there are adequate supplies

## **First Aiders**

The Head Teacher is responsible for ensuring there are enough qualified First Aiders in the school

The school has 3 qualified First Aiders

The school also has 12 members of staff trained in Pediatric First Aid

## **Procedures for First Aid**

- In the event of a minor injury the person on duty will deal with the incident and record the incident ensuring the note about the incident is sent home. All members of staff may treat minor cuts and grazes. They will send for a First Aider if they have any concerns.
- In the event of a child having an accident or having concerns about a child feeling unwell a First Aider will check the child and where appropriate treat the child.
- If a child says they feel unwell their temperature will be checked three times (Every twenty minutes)
- If there is any concern about a child parents should be contacted as soon as possible so that the child can be collected and taken home.
- **Parents should be phoned and informed if the child has a head injury that is a cause for concern**
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- The school will call for an ambulance if they have concerns about an injury and the child's parents will also be contacted straight away

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

## **Red Warning Cards**

- There are red cards positioned in every room around the school. These red cards have the message written on the 'Immediate assistance is required in the ----- (The room is then named). ' These cards are used to help get help from another adult in the case of an emergency.
- In the case of an emergency a child can take the card to the nearest adult they find for assistance. This allows the adult who is already in the room to stay and wait until help arrives.

- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.
- If a pupil sustains a serious injury, they should not be moved.
- A member of staff will wait at the entrance to guide the paramedics and emergency vehicle into the school
- If the parents have not arrived at the school a member of the school staff will go with the child to hospital.
- The Head Teacher may transport parents to hospital provided the Head Teacher has appropriate insurance
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions. Exposed cuts and abrasions should be cleaned. Disposable gloves should be worn at all times and hands should be washed after administering first aid.
- **All serious accidents should be reported to Head Teacher. Also staff need to speak to the Head Teacher first if they feel a child needs to be sent home due to illness (in the event of the Head Teacher being unavailable a staff should speak to a member of the SMT)**

### Procedures for School Trips

- A First Aid bag should be taken on all school trips
- Teachers should also ensure they have asthma inhalers, epipens and any medication a child in their class may need with them in the class First Aid bag
- The school mobile phone should be taken on trips
- A risk assessment should be done for all outings and school trips
- Copy the details of children with medical needs should also be taken in the first aid bag
- Children cannot attend an outing if their medication is out of date

### Recording of Accidents

- Each child who has an accident in the playground has the accident recorded in the First Aid book. There is a first aid book for each playground and also each class has a smaller recording book used for recording any accidents during school outings.
- The accident report is sent home to parents and a copy of the accident is kept in school. Children who bump their head also wear a bumped head sticker in Key Stage One. Parents are contacted by phone if the staff have any concerns regarding a bumped head or accident.

- In the Early Years all parents sign the accident book to acknowledge they have been informed of the accident their child has had
- When a child is sent home ill their parents need to sign the child out as a record that they have been collected
- If a staff member has an accident this also needs to be recorded
- Serious injuries will be reported to the HSE using the RIDDOR (Reporting Injuries, Diseases and Dangerous Occurrences)

This policy will be reviewed every two years or more frequently if there is any new legislation or changes.