



St. Andrew's
C.E. Primary School

First Aid Policy

2017

General Statement

At St. Andrew's C.E. Primary it is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

Our First Aiders are as follows:

Designated: Mrs Mayor

Appointed: Mrs Graham, Mrs Pearce, Mrs Stericker, Mrs Pickering, Miss Graham, Miss Broadbent, Miss Hussain, Miss Law, Miss Sutcliffe

Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents

Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after, the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided. This includes informing Class Teacher and Head Teacher.

Appointed persons are responsible for: -

- In the absence of a first-aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after, the first aid equipment and ensuring that containers are re-stocked when necessary.

Procedures

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and then call 999 or 112 for advice.
- Where a child is involved contact the parents in the first instance. If the parents cannot be reached then school will make the decision via the Senior Leadership Team.
- If First Aid Kits are required for personal use they must not be removed from their designated place. A first aider must be informed at all times.
- Any loss or damage to first aid equipment must be reported to Mr Lynch – Inclusion Manager
- If a first aid kit is poorly stocked, this should be reported to Mr Lynch – Inclusion Manager.
- All staff on visits out of school are expected to carry a first aid kit with them at all times. They will follow the guidance from the Rochdale Evolve system for Educational Visits.

Arrangements for Visitors on Premises

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

Children with Medical Needs

A list of children who have epi-pens, inhalers or who have diabetes will be attached to the inside of each classroom medical folder. A Medical Needs Policy is also available.

Medicines and medical equipment are stored away securely in classrooms. All staff are to be aware of their location.

Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Any appointed persons will attend a basic four-hour course.

Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

Information on the current first-aider/appointed person will be provided on staff notice boards.

First Aid boxes can be found in the following areas:

The Lodge (Nursery) and First Aid Cupboard, (Main School),

GUIDANCE FOR NEW TEACHERS AND SUPPLY TEACHERS
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Procedures

If a child becomes ill or injured and is causing concern, the Head Teacher or First-Aider must be informed.

First Aid Equipment is to be found in a locked cupboard. Only water on cotton wool, or antiseptic wipes may be used to treat cuts and grazes. If it is necessary to apply a plaster, use only those with a non-medicated pad.

For dealing with nose bleeds disposable gloves must be used and put inside plastic bags, along with any other soiled/used dressings.

Treatment of minor injuries – Use Staff Handbook for guidance

All injuries (other than minor cuts and grazes) must be recorded in the accident folder (located in the first aid cupboard) and a letter sent home to inform parents if it has been significant or involved the head. First Aiders should always seek guidance from the Senior Leadership Team if in doubt.

Where the accident is deemed to be more serious or significant the accident reporting procedures must be followed. (Mrs Devlin, School Business Manager will facilitate).

Head injuries – a first aider must be notified and a letter must be sent home to the parents, the injury recorded. Head Teacher to be informed and a decision made to inform parents.

For safety reasons children should not climb on the furniture. This applies to adults too! Step ladders must be used if proper ladder training by the caretaker has been undertaken. Ladder training has been completed in school.

To minimise the risk of accidents children are taught to walk, and not run, at all times in school. Risk assessments are carried out annually of all areas of school. They are updated when the area has been changed or modified.

Children in school should be supervised at all times, in both indoor and outdoor areas.

Children should not be allowed to place electrical plugs into the wall sockets.

Heavy equipment such as the computer trolleys should never be moved by children alone.

This policy was written by Mr P.Lynch – Inclusion Manager – September 2017

It will be reviewed in September 2018