

St. Margaret Mary's Catholic Junior School



First Aid Policy

November 2017

Review Date: November 2018

Signed by:

Signature:

Date:

At St. Margaret Mary's Catholic Junior School we pride ourselves on our bespoke curriculum which has been designed by our children, governors, community and staff to ensure that learning experiences are rich and balanced. Throughout our curriculum and everything that we do here in school, we ensure that we are instilling nine key values: **honesty, humour, kindness, citizenship, resilience, peace, respect, spirituality, friendship.**

Overview

Safeguarding children at SMMJ is our principal priority. This policy should be read in conjunction with our other safeguarding related policies: Health & Safety, Positive Handling Policy and Supporting Pupils at School with Medical Conditions Policy and Procedure.

This school is conscious of its obligations under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Skills, the Education Service Advisory Committee and the Local Education Authority to provide adequate and appropriate first aid facilities and personnel for members of staff, pupils and visitors.

From time to time whilst children are in our care they will get injured or become unwell and they need first aid. Every member of staff is in 'loco parentis' they will act accordingly to offer the care and help that could reasonably be expected of a 'caring parent' in those circumstances. We have in school members of staff who have been trained in First Aid and so the help of one of these staff should be sought as soon as possible. First Aid equipment is available in school (including defibrillators and staff trained to use them) and it should be used in the child's best interest and with great care. Where it is judged necessary the emergency service should be called or the child should be escorted to hospital. Parents should be kept fully informed whenever a child has received first aid.

Objectives

1. To provide safe and appropriate care for children and staff if they are in need of first aid.
2. To ensure that we have sufficient trained first aid staff available to care for children or adults if the need arises.
3. To ensure that we have at least two members of staff with paediatric first aid training to be available for the care of EYFS pupils.
4. To ensure that all staff knows what to do if a child needs first aid treatment and how they should respond in those circumstances.
5. To ensure that we have appropriate first aid kit easily available in school with portable kits to take when children go off site on visits etc.
6. To ensure that members of staff are given training and that those with first aid certificates are kept up-to-date.
7. To ensure that all staff know how to involve the emergency services if they are needed.
8. To ensure that appropriate medical support/attention and treatment is given to children for all but minor injuries.
9. To keep parents and carers fully informed and involved is their child has been given first aid treatment.

Principles and Practice of First Aid

First Aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of a doctor or removed to hospital. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

First Aid Arrangements

a) Trained and qualified First Aiders are those members of staff who have attended a course of training on first aid (i.e. First Aid at Work or Refresher Course) and have a valid current first aid certificate issued by an organization approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations 1981.

b) The First Aid certificate is valid for three years and has to be updated by means of a refresher course.

c) The duties of the trained and qualified First Aiders are:

- i) to assess the situation where there is an injured or ill person
 - ii) to give immediate, appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention.
 - iii) to arrange, without delay, for the casualty to be transported to a doctor, hospital or home, according to the seriousness of the condition. The first aiders' responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.
 - iv) ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes and kits and that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date which is shown on the packets.
 - v) completing the Accident Report Form
- d) The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of first aid. (Guidelines on the administration of medicines are provided for parents).
- e) The names of the trained and qualified first aiders are as listed in **appendix 1**:

3.2 First Aid Boxes, Defibrillators, Travelling First Aid Kits and other Supplementary Equipment

The location of first aid boxes, travelling first aid kits and other supplementary equipment are as follows:

- a) First Aid Boxes are in each year heads classroom, in the front office, outside the yr 5 block and the Assistant Headteachers room.
- b) First Aid Kits for offsite visits are available from the School Office.
- c) The school also has 2 defibrillators on site. One positioned outside the staff room and one positioned at the bottom of the stairs in the year 5 block. There are 10 members of staff who are trained to use these machines. They are as listed in **appendix 2**.

3.3 School Visits

The first aid requirements and procedures for calling for help or skilled assistance in the event of an accident or emergency will be laid down when school visits are being planned. Travelling first aid kits will be provided for all school visits and are available from the Office. First Aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits. Any trip involving a child who carries an Epi-pen must be accompanied by a member of staff trained in administering an Epi-pen. Children who have an inhaler will also need to take their inhaler with them on any school trip. Any children who have an inhaler in school need to take this with them on any visit out of school or activities on the school field. Teacher and child to ensure this happens.

3.4 Out of Hours use of School Premises

The level of first aid cover, first aid equipment and access to a telephone is in line with that required when the school is in use. Community users are responsible for their own first aid which is stated in their induction pack.

3.5 Contact with the Ambulance Service

The Ambulance Service.

If an ambulance is required:

- Dial 999 or the emergency number shown on the number label
- Tell the operator that you want the Ambulance Service
- Give the telephone numbers shown on the phone

Waitforthe Ambulance Service to answer
Give the address where help is needed
Give anyother necessaryinformation.

The nearest doctor

The nearest doctors to the school are at the Pilch Lane Surgery, Pilch lane, Huyton, L14 0JE, 0151 489-1806.

The nearest hospital

The nearest hospital to the school with A & E departments are Alder Hey Children's Hospital, Eaton Rd, L12 2AP, 0151 228-4811and Whiston Hospital, Warrington Rd, L35 5DR, 0151 426 1600.

Status: Statutory