

St. Margaret Mary's Catholic Junior School

Pilch Lane

Liverpool

L14 0JG

First Aid Policy

Committee to approve/ratify policy	Curriculum & Policies
Policy Co-ordinator	R Culley
Date of approval/ratification by Committee	February 2024
Date for renewal	February 2025
Signature of the Chair of the Committee	S Boardman

Mission Statement:

Loving, learning, growing together with Jesus

Overview

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 will need to be administered with first aid. Every member of staff is in 'loco parentis'. As such, 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 (including defibrillators) is available in school and staff are trained in its usage. The equipment should be used in the child's best interest and with great care. Where it is judged necessary the emergency services 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

- To provide safe and appropriate care for children and staff if they are in need of first aid.
- To ensure that we have sufficient first aid trained staff available to care for children or adults if the need arises.
- To ensure that all staff know what to do if a child needs first aid treatment and how they should respond in those circumstances.
- To ensure that we have appropriate first aid equipment easily available in school with portable kits to take when children go off site on visits etc.
- To ensure that members of staff are given training and that those with first aid certificates are kept up to-date. To ensure that all staff know how to involve the emergency services if they are needed.
- To ensure that appropriate medical support/attention and treatment is given to children for all but minor injuries.
- To keep parents and carers fully informed and involved if 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 organisation 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:

- To assess the situation where there is an injured or ill person.
- 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.
- 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.

- To ensure 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
- To ensure that the items within first aid boxes are not used after the expiry date which is shown on the packets.
- To complete 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 head's classroom, in the front office and in the meeting room (Year 3 corridor). A First Aid kit is taken on to the playground each dinner time by a trained first aider.

b) First Aid Kits for off site 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 6 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 other 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 school office. First Aid provision must be available at all times (whether pupils/staff are in school or on a school visit).

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. The teacher in charge of the visit needs to ensure that 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.

3.5 Contact with the Ambulance Service

The Ambulance Service.

If an ambulance is required the following steps should be:

- Dial 999 or the emergency number shown on the number label.
- Tell the operator that you want the Ambulance Service.
- Give the telephone number shown on the telephone.
- Wait for the Ambulance Service to answer.
- Give the address where help is needed.
- Give any other necessary information

The nearest doctor

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

The nearest hospital

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

Status: Statutory

This Policy should be read in conjunction with:

- Health & Safety Policy
- Positive Handling Policy
- Intimate Care Policy
- Supporting Pupils at School with Medical Conditions Policy
- Safeguarding and Child Protection Policy

Appendix 1

First Aiders (First Aid at Work):

- Ruth Culley
- Greg Braithwaite
- Jackie Finnegan
- Faye Madden
- Maria McHale
- Carrie Stockley
- Hope Whewell
- Adele Godsman
- Katie Newing
- Hope Whewell
- Julie Campbell
- Michelle Devenport

Appendix 2

Defib Trained Staff:

- Greg Braithwaite
- Lee Pimblett
- Ruth Culley
- Jackie Finnegan
- Clare Finnegan
- Maria McHale