



First Aid Policy

St Peter's Catholic Academy



Our Mission

"Together One Family, One Community in Christ."

St. Peter's Catholic Academy recognises that gospel values and the teachings of the church are central to the life of the school. The school aims to create an environment where children can develop physically, emotionally, socially and morally fostering co-operation and communication between home, school, parish and the local community. Together we hope to lead our children towards understanding, tolerance, justice and sensitivity to the needs of others.

Introduction

St Peter's Catholic Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The Primary Academy Manager has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

This policy has due regard to statutory legislation, including, but not limited to the following:
The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
Health and Safety at Work Act 1974 and subsequent regulations and guidance

Aims

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

The aim of this policy is to:

- Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control, being fully aware of the possible transmission / infection

The First Aid Team

The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.

First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the Primary Academy Manager.

The current first aid appointed persons are:

Debra Johnson – First Aid
Helen Wallace – First Aid
Laura Bickerton - Paediatric First Aid
Ellie Jo Wood - Paediatric First Aid
Suria Choudhury - Paediatric First Aid
Shabana Kousar - Paediatric First Aid
Zoe Gut - Paediatric First Aid
Alyce Bridges - Paediatric First Aid
Marzena Maoloud- Paediatric First Aid
Chloe Moore- Paediatric First Aid
Patricia Ofori- Paediatric First Aid

The First Aid Posts

The first aid posts are located:

- Foundation Unit
- Administration Office
- Outside KS1 & KS2 toilets
- Staffroom

The first aiders are responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

Emergency procedure in the event of an accident, illness or injury –

in the case of a pupil accident, the procedures are as follows:

The member of staff on duty calls for a first aider; or if the person can walk, takes him/her to a first aid post and calls for a first aider.

The first aider administers first aid and records in our Accident Book. There are two accident books; one for employees and one for non-employees.

If the child has had a bump on the head, appropriate first aid treatment must be given and a “bump on the head” note sent home with the child. Further observations must be made during the remainder of the day.

If the injury is an injury such below then an Accident Record form must be completed and filed in the Admin Office.

fracture (finger, thumbs, toes)
cuts/abrasions
bruising
strain/sprain
minor burn/scald
foreign body in eye
assault
minor electric shock/burn

or a major injury such as:

fracture
amputation
dislocation
loss of sight
eye injury
electric shock/burn
hypothermia
needing resuscitation
loss of consciousness
harmful substance
acute illness

Accidents/Illnesses requiring Hospital Treatment

If a child has an incident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child.

It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

School Visits

Prior to the trip the organiser will assess the level of first aid provision required be undertaking a suitable and sufficient risk assessment of the event and persons involved. This will then be reviewed by the EVC.

Please refer to the Educational Visits Policy for more information

Storage of medication

Medicines are stored in the secured medicine cabinet in the Administration Office unless the individual product instructions require otherwise.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.

Administering prescribed medication in school –

The School has a separate policy for administration of medicine.

Pupils with Special Medical Needs – Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

Epileptic

Asthmatic

Have severe allergies, which may result in anaphylactic shock

Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

An individual health care plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. A school nurse may also provide additional background information and practical training for school staff.

Monitoring and review

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Reviewed:

December 23

Chair of Academy Committee: Mr Peter Kelly

Signature _____

Date _____