



## 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 of Coronavirus**

### **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  
Narin Bi – Paediatric First Aid  
Laura Bickerton - Paediatric First Aid  
Rebecca Hackney - Paediatric First Aid  
Michelle Simpson - Paediatric First Aid  
Shabana Kousar - Paediatric First Aid  
Uzma Hashmi - Paediatric First Aid  
Alyce Bridges - 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 – PLEASE SEE APPENDIX A**

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 – PLEASE SEE APPENDIX A**

Prescribed medicines may be administered in school by the office staff. These medicines will only be administered if they are dispensed from a doctor with the child's name on and clear dosage instructions included. In all cases, we must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These forms are available in the Admin Office. Parents will need to complete a request form from the first day of administering the medicine.

If prescribed medicines can be taken outside of normal school hours then this will be encouraged. The staff member will administer the medicine and complete the necessary school medicine administration forms.

If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly.

Staff will ensure that records must be kept, detailing the background of any medicine, which has been given.

Non-prescribed medicines may not be taken in school.

### **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.

**Coronavirus – please see Appendix A**

**Monitoring and review**

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

**Reviewed:**

September 2021

Chair of Academy Committee: Mr Peter Kelly

Signature\_\_\_\_\_

Date\_\_\_\_\_

**Appendix A – COVID 19**

Administering First Aid with Consideration to Coronavirus

Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.

A disposable plastic apron should be used in the case of those children whose care routinely already involves the use of PPE due to their intimate care needs or due to EY age or special educational need.

Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.

All equipment will be wiped with antibacterial wipes before and after use.

The Academy Manager will be responsible for checking the First Aid Boxes ensuring supplies are well stocked.

#### If a child becomes unwell with Coronavirus Symptoms whilst in school

A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Staff/children must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is awaiting collection, they should be moved, if possible, to the isolation room (PPA) where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.

Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the toilet while waiting to be collected, they should use a separate toilet (staff toilets) if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child/person subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.