

# St Joseph's RCVA Primary School



## First Aid Policy

St Joseph's is a **happy**, welcoming **community**, enriched by our **diversity**, where we strive to be **better than our best**.

A place where we **love** one another, love **learning**, love **Jesus** and **love life**.

# Introduction

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The First Aid Procedure at St Joseph's has been prepared with regard to the DfEE Guidance on First Aid for Schools. It is in operation to ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the **team** consists of **qualified First Aiders** and **not** trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

## First Aiders will:

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- Ensure that their qualification is always up to date
- Ensure that first aid cover is available throughout the working hours of the school week
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services
- Help fellow First Aiders at an accident and provide support during the aftermath
- Act as a person who can be relied upon to help when the need arises
- Ensure that their portable first aid kits are adequately stocked and always to hand
- Advise that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital. Parents must be contacted promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of the paramedics
  - Followed to hospital by a member of staff to act in loco parentis if a relative cannot be contacted
  - Met at hospital by a relative
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent

- Keep a record of each pupil attended to, the nature of the injury and any relevant treatment given. This must also be recorded on a note sent home to parents
- Ensure that everything is cleared away, using gloves, and all waste is disposed of in the medical bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around

## **The Governing Body will:**

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- Provide adequate First Aid cover

## **Headteacher and Senior Management will:**

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- Inform all staff of the first aid arrangements. This should include the location of equipment, facilities and first aid personnel, and the procedures for monitoring and reviewing the schools first aid needs
- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell
- Ensure that in the event that an injury has caused a problem, the pupil **must** be referred to a First Aider for examination
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings

## **Teachers will:**

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- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger
- Send for help to Reception as soon as possible either by person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained
- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the current procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.

- Teachers are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
- Send a pupil who has minor injuries to Reception if they are able to walk where a First Aider will see them; this pupil should be accompanied
- Monitor a pupil who feels generally 'unwell' and send them home if appropriate. They should not be sent to a First Aider
- Ensure that they have a current medical consent form for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware
- Have regard to personal safety

## Office staff will:

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- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil
- Support the First Aiders in calling for an ambulance or contacting relatives
- Inform the class teacher of any pupil feeling unwell
- **NOT** administer paracetamol or other medications

## Record Keeping

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- Records will be kept for twenty five years
- First aiders should record information on the appropriate form including
  - the date, time and place of incident
  - the name (and class) of the injured person
  - details of the injury and what first aid was given
  - what happened to the person immediately afterwards e.g. went home, back to class, parents called to take to hospital

- name and signature of the first aider dealing with the incident

In an emergency contact details should be readily available for contacting the pupils parent/guardian/named contact as soon as possible

**THE EXECUTION OF THIS POLICY** will be monitored by both the **FIRST AID TEAM** and **GOVERNORS**.

The governing body reviews this policy every two years. They governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the Governing Body receives recommendations on how the policy might be improved.

**Next Review Date Autumn 2018**