

St Joseph's RC VA Primary School

First Aid Policy



March 2017

ST JOSEPH'S RC PRIMARY SCHOOL

FIRST AID POLICY

'First Aid is the emergency treatment administered to an injured or sick person before professional medical care is available'.

Compliance with Health and Safety (First Aid) Regulations 1981 says the 'employer must provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work'. The Health and Safety Executive recommends that in school this includes staff, pupils and visitors.

It is the responsibility of the Governing Body to arrange adequate First Aid provision and this responsibility is delegated to the Headteacher.

First Aiders

The minimum First Aid qualifications at St Joseph's RC VA Primary School are:

- 2 members of staff with 'First Aid at Work' qualification (one of these persons is to be the Appointed Person who has responsibility for looking after the first-aid equipment, facilities and calling the emergency services when required).
- 2 members of staff with 'Paediatric First Aid' qualification

In addition a number of staff will have attended a half day Emergency First Aid course.

First Aid Equipment

First aid boxes are located in:

- The school office
- The staffroom
- Reception cloak area
- Y3 corridor

The first aid boxes will be checked on a termly basis by the Appointed Person to ensure the contents are complete.

First Aid Notices

First Aid notices must be prominently displayed with the following information:

- Where first aid boxes are located
- Names of first aiders
- Steps to take in case of an accident / emergency

Risk Assessment

A first aid risk assessment will be completed at least annually and reviewed as necessary. This will assess the risk to employees, pupils, visitors and ensure appropriate first aid arrangements are in place. This involves consideration of the size and layout of the school, hazards and risks identified and other relevant factors, to determine what level of first aid equipment, facilities and personnel should be provided.

How Incidents are Dealt with

Minor injuries (e.g. minor bumps and grazes) should be dealt with by a competent person i.e. anyone with one of the three first aid qualifications mentioned above. All minor injuries should be recorded in the minor injuries book held in the school office. Any bumps to pupils' heads should also be notified to the parent.

In the case of a major injury (e.g. possible fracture, sprains, deep lacerations or major bump to the head) a named 'first aider' should be called to assist. The first aider will make a decision on how to treat the injury and whether a parent or an ambulance should be called. Incidents of this type should be recorded in the accident book and an online HS20 'Incident Report and Investigation Form' should be completed if necessary (seek advice from the School Business Manager or First Aider if unsure).

When dealing with first aid incidents consideration should be given to any pre-existing conditions. A list of children's medical conditions can be found in the school office.

If in any doubt how to deal with a first aid incident call for a named first aider.

Educational Visits and off site activities

A competent person holding one of the above qualifications should accompany groups on visits and off site activities. Under the Statutory Framework for the Early Years Foundation Stage a Paediatric First Aider should always accompany children under 5 on off-site activities.

General Hygiene

The person dealing with a first aid incident involving bodily fluids must protect themselves by wearing gloves.

Any spillages of blood, vomit, urine and excreta should be cleaned up promptly. The area should be cordoned off while cleaning takes place. Any waste should be carefully bagged and disposed of in the outside waste bins.

Training

Training courses must be delivered by a reputable company.

Renewal of qualifications must be done before the expiry of the old qualification. The Headteacher / School Business Manager will monitor qualifications to ensure there are sufficiently qualified staff at all times.

Review Date: March 2018