St. Joseph’s Catholic Primary School, a Voluntary Academy

FIRST AID POLICY

**Introduction**

*This Policy should be read in conjunction with the school’s Safeguarding/child protection policy.*

This Policy is designed to promote the health, safety and welfare of pupils, staff and visitors to this school through the provision of first aid equipment and trained personnel.

**Aims of the policy**

First aid saves lives and ensures that minor injuries and illnesses do not escalate into major ones.

The aim of this policy is to ensure that:

* a person is appointed to take charge of first aid arrangements;
* staff nominated as ‘first-aiders’ receive up-to-date training on courses approved by the Health and Safety Executive (HSE);
* suitably stocked and marked first aid containers are available in school;
* all members of staff are informed with regard to the first aid arrangements;
* all staff are aware of hygiene and infection control procedures;
* written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences;
* first aid arrangements are regularly reviewed.

**Procedure**

First aid will be available at all times while people are on the school premises and also off the premises while on school visits.

In determining the level of provision the appointed person and the Governing Body will consider:

* the provision during lunch times and breaks;
* the adequacy of the provision to account for staff absences;
* the provision of first aid for off-site activities and school trips;
* the provision for practical lessons and activities, e.g. science, technology, home economics and P.E.

Currently there are 22 members of staff who are trained to administer first aid. This qualification is due to expire in February 2023. One member of staff is trained in paediatric first aid. This qualification is renewed annually.

**Qualifications and training**

* All school first-aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE and valid for three years (currently provided by First Aid Solutions)
* One member of staff will receive annual paediatric first aid training (currently provided by St John’s Ambulance)
* Refresher training and retesting of competence will be arranged at least three months before certificates expire.
* The appointed person does not necessarily have to be one of the certificated first-aiders.

The appointed person will:

* line manage the team of first-aiders, monitoring their training and competences;
* look after the first aid equipment, restocking first aid containers when required and replacing out of-date materials;
* ensure that an ambulance or other professional medical help is summoned when appropriate;
* undertake regular risk assessments and liaise with the Governing Body;
* ensure that all accidents and injuries are appropriately recorded;
* ensure that all members of full-time and temporary staff are familiar with the school’s first aid provision.

First aid materials, equipment and facilities:

* first aid bags will be marked with a white cross on a green background;
* located in the resources cupboard opposite the school office and a bag in each classroom
* stocked in accordance with HSE recommendations.
* Portable first aid containers will be available for all school trips and for sporting activities;
* Where it is known that staff or pupils engaged in an out-of-school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs.

**Hygiene and infection control**

All staff will:

* follow basic hygiene procedures;
* All staff will have access to single use disposable gloves and hand washing facilities. Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment. Instructions on the disposal of all used dressings or equipment will be included in the first aid containers.

**First Aid – Sequence of events**

In the event of an accident the first aider/appointed person takes charge of the first aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. (If unsure at any time the first aider will call NHS Direct for further advice)

The first aider/appointed person will always call an ambulance on the following occasions:

* In the event of a serious injury
* In the event of a period of unconsciousness
* Whenever there is a possibility of a fracture or where this is suspected
* Whenever the first aider is unsure of the severity of the injury
* Whenever the first aider is unsure of the correct treatment

**Recording accidents and injuries**

All accidents and injuries will be recorded in an electronic form (Entry Sign) and such records will be kept for a minimum of three years.

The record of any first aid treatment given by first-aiders and other appointed persons will include:

* the date, time and place of the incident;
* the name and class of the injured or ill person;
* details of the injury or illness and what first aid was given;
* what happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital);

Serious or significant incidents will be reported to parents either by sending a note home with the pupil or by direct contact with the parent or carer. If all attempts to contact the parent on the numbers provided fail, then the school will continue to phone every half hour.

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

**Reporting accidents to the HSE**

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):

* accidents resulting in death or major injury (including those that result from physical violence);
* accidents that prevent the injured person from doing their normal work for more than three days.

**Review of first aid provision**

The Governing Body and the headteacher and or the appointed person will review first aid policy and provision each September.

Reviewed: September 2022

Review Date: September 2024