



ST MARGARET OF SCOTLAND CATHOLIC PRIMARY SCHOOL

FIRST AID POLICY



September 2017

Nominated Local Governing Body Member: Mike Moore
Nominated Member of SLT: Jenny Newman

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint First Aid Manual 8th Edition).

Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to St Margaret of Scotland Catholic Primary school through the provision of first aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981.

Aims

At St Margaret of Scotland Catholic Primary School we know that first aid saves life and ensures that minor injuries and illnesses do not escalate into major ones. Therefore the aims of this policy are to ensure that;

- adequate first aid provision and medical care will be provided for pupils, school personnel and visitors
- there are qualified first aid personnel available who are aware of hygiene and infection control procedures
- first aid equipment is available, appropriate, regularly maintained and easily accessed throughout the school
- all accidents are reported and recorded within the guidelines of this policy
- first aid arrangements are regularly reviewed and reported to parents where necessary but always when concerning a bang to the head

Roles and Responsibilities

The Local Governing Body delegates powers and responsibilities to the Head Teacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). They will appoint a link governor (Health and safety) to report back to the Local Governing Body on the effective implementation of the policy.

The Head Teacher ensures that the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and that a nominated person is appointed to take charge of first aid arrangements.

The Deputy Head will ensure that school personnel are aware of any specific health needs and or disabilities and that first aid provision is determined:

- at lunchtimes and breaks
- when school personnel are absent
- for off-site activities and trips
- for all curriculum activities, including PE
- for all after school clubs and activities

The Designated Admin Officer ensures that:

- all first aid training is valid
- first aid equipment is fully stocked in all first aid boxes and out of date materials are replaced
- an ambulance is summoned if required (and reported to SLT) – see Appendix 1
- all accidents and injuries are recorded appropriately and accident books are monitored regularly

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. Refresher training and retesting of competence will be arranged in advance of the certificates expiring.

First Aid Materials, Equipment and Facilities

First Aid Kits

These will be located in every classroom in a cupboard marked with a white cross on a green background. They will also be located in:

- the staff room
- the classroom
- First Aiders (in pink jackets) on EYFS, KS1 and KS2 playgrounds
- Wrap Around Hut on KS1 playground
- Dining hall
- the admin office
- the Family Room

All First Aid Kits in the school will conform to the Health and Safety Executives (HSE) minimum provision and must not be removed from these locations.

First Aid will be administered at any of these points convenient at the time.

Specific First Aid kits for trips are kept in the admin office and will be signed out by the Designated Admin Officer.

Defibrillator

This is located by the Admin photocopier next to the Admin office.

The school has a rolling programme of training so that all staff are trained in the use of the defibrillator. There is an up to date list of trained users on the wall by the equipment.

Information and Notices

First aid notices giving the location of the nearest first aid kit and the names of the members of staff who are certified first aiders will be prominently displayed in;

- Staff room
- main corridors
- dining hall
- all locations where sports or physical activities take place

During break and lunchtime and when on trips First Aiders will wear a pink high visibility jacket.

Information regarding St Margaret's first aid provision will be included in the induction process for all new members of staff and any other adults who are regularly in school.

Hygiene and Infection Control

All staff will;

- follow basic hygiene procedures
- be made aware as to how to take precautions to avoid infections
- have access to single use disposable gloves
- have access to hand washing facilities and anti-bacterial hand wash
- wear gloves at all times when dealing with blood or other bodily fluids, or when disposing of dressings or other potentially contaminated equipment

All sharps/needles will be disposed of in an authorised and designated 'yellow sharps box' kept in the Admin office.

Recording Accidents and Injuries

All accidents and injuries to children and adults will be recorded in a written form and such records will be kept for a minimum of three years (at St Margaret's we use a carbon Accident Log Book).

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 full name and class (pupil) of the injured or ill person
- details of the injury or illness and what first aid was given
- what happened to the pupil or adult immediately afterwards (eg went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the person or first aider dealing with the incident

All records of serious accidents and all head injuries will be reported on the Accident Log for individual classes and parents will be informed by phone call and a 'Head bump Letter' (Appendix 2), these will be collated every half-term in a Termly Accident Report and a year group summary given to the Phase Leaders and LGB or monitoring purposes (Appendix 3).

In the case of a serious accident, involving outside medical professionals or services, parents/carers will be contacted immediately to inform them.

If no parent/carer is available and the pupil requires urgent hospitalisation a member of staff will accompany the child in the ambulance and school will make arrangements for parents/carers to meet them at the hospital.

Reporting Accidents to the HSE (via Assessment)

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

- accidents resulting in loss of life or major injury
- accidents that prevent the person from undertaking their normal work/activity for more than three days
- any accident that requires hospitalisation
- any accident that results in a referral to a medical professional



St Margaret of Scotland Catholic Primary School
Reporting call to 999



Your name	
Date	
Reason for 999 call	
Who was 999 call made for	
What was the outcome	



St Margaret of Scotland Catholic Primary School
Reporting call to 999



Your name	
Date	
Reason for 999 call	
Who was 999 call made for	
What was the outcome	



St Margaret of Scotland Catholic Primary School
Reporting call to 999



Your name	
Date	
Reason for 999 call	
Who was 999 call made for	
What was the outcome	



St Margaret of Scotland Catholic Primary School
Reporting call to 999



Your name	
Date	
Reason for 999 call	
Who was 999 call made for	
What was the outcome	

St. Margaret of Scotland Catholic Primary School



Headteacher: Mrs G Some
Rotheram Avenue, Luton LU1 5PP
Tel: 01582 723430
Fax: 01582 481289
E-Mail: admin@stmargarets.luton.sch.uk
Website: <http://www.stmargarets.luton.sch.uk>



(Appendix 2)

Date:

Dear Parent,

Today suffered a bump on the head. Your child has been looked after and their injuries checked and monitored by a trained First Aider who assessed that the head injury was not serious enough to seek medical advice.

Please be vigilant however and if your child suffers later from any of the symptoms below please seek medical advice.

- Excessive tiredness (drowsiness)
- Vomiting
- Headache
- Pupil enlargement (or one eye dilated, other not)
- Weakness of limbs

If you have any further concerns to do not hesitate to contact us.

Yours sincerely,

Mrs G Some
Headteacher



(Appendix 3)

St Margaret of Scotland Catholic Primary School

Termly Accident Reporting Form

Advent/Lent/Pentecost



who	date	Where	Type of injury	Cause of injury: Behaviour Human error Physical restraint Accident – trip/slip	First Aider	Response: First Aid Sent home Ambulance

Total number of accidents:

Any commonalities identified:

Action taken: