



St. Joseph's Catholic Primary School

First Aid Policy

Date of Approval	15 th May 2023
Date of Next Review	Spring 2026
Review led by	Office Manager
Approved by	LGC
This policy should be read in conjunction with the following documents	Medicines Policy Intimate Care Policy
Notes	WSSC Model



MISSION STATEMENT

St Joseph's Catholic Primary School strives to promote the education and development of all our children.

Learning through the love of Jesus Christ and empowered by his example, we celebrate our uniqueness and our distinctive gifts.

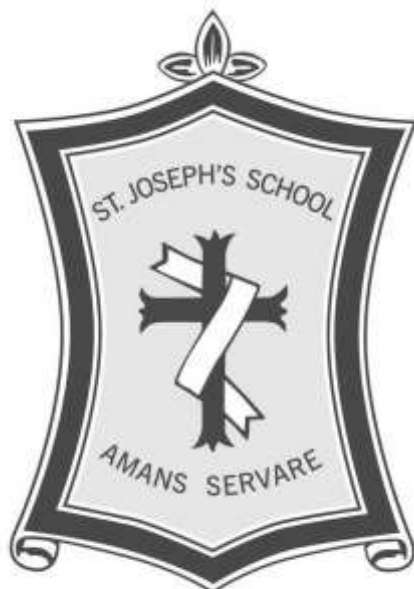
Growing in our Catholic faith we have high aspirations for all.



Aim high, live and learn with Jesus, everyone welcome



St Joseph's Catholic Primary School



First Aid Policy



Policy Statement

St Joseph's Catholic Primary School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at St Joseph's Catholic Primary School is held by the Head Teacher. The responsible managers are the Assistant Head Teachers.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

All our information and guidance concerning First Aid (including accident records and forms) are kept in the office until such time they are archived.

Please refer to Medicines Policy (May 2023) for supporting pupils with medical conditions.

Aims and Objectives

Our first aid policy requirements are achieved by:

- Carrying out an assessment to determine the first aid provision requirements for our school.
- It is our policy to ensure that the assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid.
- Ensuring the above provisions are clear and shared with all who may require them.

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, and that they are adequately trained to meet their statutory duties.

First Aid Personnel

There are three first aid qualifications that our staff hold:

1. **A First Aider trained in First Aid at Work (FAW)** is someone who has successfully completed an approved 3 day course in first aid delivered by an HSE approved training provider. Certificates are valid for three years and can be renewed by attending a 2 day refresher course. Renewal must be completed within 28 days of expiry of the previous certificate.
2. **A First Aider trained in Emergency First Aid at Work (EFAW)** is a person who has successfully completed an approved 1-day course in first aid. Certificates are valid for three years.
3. **A First Aider trained in Paediatric or Early Years First Aid** is a person who has successfully completed a 2 day training course specialising in first aid for children aged up to 5 years. Certificates are valid for three years. This qualification is required in addition to other first aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years.

Qualifications and Training

All appointed first aiders, must hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation.

First Aid Trained Staff

Most of our staff attend a EFAW course within 3 months of employment, in addition to this, we have the following:

- 2 x certified First Aid at Work (FAW)
- 3 x certified Pediatric / Early Years

Equipment

We have 9 main first aid kits on the premises, these are located as follows:

- School Office
- Early Years Block
- Hall
- KS1 corridor
- Outside under Early Years canopy
- Outside under KS1 canopy
- Premises Manager's Office
- 2 x Sports Bags (in office)

Each classroom has a 'bum bag', these are taken out when staff are on playground duty. The lunchtime supervisors also have 'bum bags' these are kept on staff pegs in the hall.

It is the responsibility of the Teaching Assistants to ensure that they replenish their first aids kits as items are used and the contents of their first aid kits (bum bags) are checked half-termly using the checklist. (Appendix B). The 9 remaining first aid kits will be checked half-termly using checklist (Appendix A). Records of these checks are kept in the school office.

Designated Room

Adjacent to the school office is a designated medical room for treatment, sickness and administering of first aid during the school day.

First Aid – Sequence of events – in school

In the event of an accident involving a child, it is our policy to always notify parent/carers of their child's accident if:

- it is considered to be serious (more than minor injury)
- there has been an injury to the head (a head bump sticker is given to the child)
- the accident requires attendance at hospital

No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. NO other medication should be given by anyone, with the exception of Paracetamol on residential trips, if prior parental consent has been given.

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

- In the event of a serious injury
- In the event of any significant head 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

If an ambulance is called, the caller must speak to the emergency services and give the following information:

1. State what happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/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.

Record Keeping

All accidents requiring treatment are recorded in the accident book. The top white copy is sent home with the child. Any accidents requiring hospital treatment are reported to West Sussex via the Health & Safety Accident Report Form on WSSFS.

First Aid out of school on trips or residential visits

In the event of children needing first aid on school trips:

- All staff have first aid packs and mobile phones with them.
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- Any accident or incident is reported back at school and an accident form filled in as soon as possible. A note on the incident is made at the scene.

Residential Specific

- First Aid should only be carried out by qualified First Aiders.
- First Aid should be undertaken in the presence of another qualified First Aider.
- All First Aid must be logged for Medical Records.
- Class Teachers are usually designated persons on residential trips.
- In the event of a serious accident an ambulance is always called and the above procedures followed.
- No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. NO other medication should be given by anyone, with the exception of Paracetamol, if prior parental consent has been given.

Defibrillator

There is a defibrillator located in the school hall for use on adults and children. There are separate pads for use on children. This is not solely for school use but is also available to those who hire our facilities and members of the public during term time. Several members of staff have received training on the use of the defibrillator. Although any member of staff is able to use the defibrillator as the machine talks through the process when activated.

Indemnity

Staff who hold a valid first aid qualification are indemnified by the Academy's RPA Insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment and they acted in good faith and in accordance with their training. The indemnity is regardless of where and to whom the first aid was provided.

**St Joseph's Catholic Primary School
First Aid Checklist**

Location of First Aid Kit	
Date of Initial First Aid check	

	Minimum Quantity	Checked (tick)
Leaflet giving general guidance on first aid	1	
Nitrile Disposable Gloves	6 pairs	
Individually wrapped sterile adhesive dressings	40	
Sterile eye pad dressing with bandage	2	
Sterile Triangular Bandage	2	
Bandage	1	
Safety pins	6	
Medium-sized individually wrapped sterile unmedicated wound dressings (12x12)	4	
Large individually wrapped sterile unmedicated wound dressings (18x18)	1	
Mouth-to-mouth resuscitation device	1	
Alcohol free moist cleansing wipes individually wrapped (sterile)	20	
Micro-porous adhesive tape	1	
Finger sterile dressing with adhesive fixing	2	
Additional Checks		
• Are items of first aid within expiry	Yes	No
• Are items of first aid in good undamaged condition	Yes	No
• Is the first aid box in good condition and undamaged	Yes	No
Summary of Actions		
FIRST AID KIT PASSED	Yes	No
Actions Required:		

Name of Assessor:	Signature of Assessor:	Assessed Date:

St Joseph's Catholic Primary School

First Aid Checklist – Classroom/Lunchtime Staff Bum Bags

Location of First Aid Kit (Bum Bag)	
Date of First Aid check	

	Minimum Quantity	Checked (tick)
Leaflet giving general guidance on first aid	1	
Nitrile Disposable Gloves	6 pairs	
Individually wrapped sterile adhesive dressings	20	
Alcohol free moist cleansing wipes individually wrapped (sterile)	10	
Additional Checks		
• Are items of first aid within expiry	Yes	No
• Are items of first aid in good undamaged condition	Yes	No
• Is the first aid kit in good condition and undamaged	Yes	No
Summary of Actions		
FIRST AID KIT PASSED	Yes	No
Actions Required:		

Name of Assessor:	Signature of Assessor:	Assessed Date: