

# St Patrick's Catholic Primary School & Nursery



## FIRST AID POLICY

This policy will be reviewed in March 2016

## **St Patrick's Catholic Primary School & Nursery**

### **First Aid policy**

#### **Introduction**

First Aid can save lives and prevent minor injuries becoming major ones. Under Health & Safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The Governing Body of St Patrick's Catholic Primary School and Nursery will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all pupils, employees and visitors to the school.

Responsibility for first aid provision is held by the Headteacher who is the responsible manager. This is delegated to the Appointed Person - Mrs Dawn Jamieson.

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

#### **Aims and Objectives**

Our first aid policy requirements will be achieved by:-

- Carrying out a First Aid needs assessment to determine the first aid provision requirements for our premises.
- Ensuring that there are sufficient number of trained first aiders on duty and available for the number and risk on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that there are suitable facilities and equipment available to administer First Aid in accordance with the needs assessment.
- Regular feedback to Governors Health & Safety Committee and annual audit/report to full governors (Autumn).

#### **First Aid Training**

The responsible manager will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed and that they have the appropriate level of training. The arrangements in school are:

**Appointed Person Mrs Dawn Jamieson**

### **Qualified First Aiders**

Mrs D Jamieson: First Aid at Work exp. February 2016 and Paediatric First Aid

Mrs A B Goodison: Emergency aid in schools exp Oct 2015

Mrs E Compton; Emergency Aid in Schools and Paediatric First Aid

Miss BA Dodd: Paediatric First Aid

Mrs F Wright: Emergency Aid in Schools exp Oct 2015

Miss K Clarke: "

Mr Carter-Brown:

Mrs L Woodhead: "

Mrs T Miles:

Mrs E Lester "

Miss R Davies

### **First Aid Provision**

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- Basic First Aid kits in all classrooms
- First Aid Boxes located in:

Office

Main School Hall

Nursery

Staffroom

Medical Room

Kitchen

It is the responsibility of all qualified first aiders to check the contents of classroom first aid kits every half term and restock as necessary.

## **Educational Visits**

Following a risk assessment prior to visit the lead teacher will take responsibility for first aid provision to include first aid kit, medicines and administration of emergency first aid.

## **Emergency Arrangements**

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment in line with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a considered judgement as to whether there is a requirement to call an ambulance.

- It considered to be a serious injury
- Requires attendance at hospital
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Any injury from the neck upwards parents/carers are informed through the texting service/telephone. The child will receive a head injury letter.

In the event that the child requires hospital treatment and the parents cannot be contacted the qualified first aider/appointed person will accompany the child to hospital and remain with them until the parents arrive.

## **Records**

All accidents requiring first aid treatment are to be recorded in the school

First Aid book with the following information:

- Name of the injured person
- Name of qualified first aider/appointed person
- Date and time of the accident
- Nature of accident (i.e. bumped head)
- Treatment provided and action taken
- Whether parents/carers have been contacted.

- Nursery and Reception class are responsible for recording accidents in their own class First Aid book which will be shared with parents at the end of the Nursery session and at the end of the school day for Reception class. Parents will be contacted in the case of a head injury.

### **Monitoring and Reporting Accidents**

Mrs Jamieson is responsible for reporting accidents to the County Health and Safety Team using the Staffordshire guidelines.

The Health and Safety Governor will monitor the frequency, cause and type of accidents and report to Governors on termly or annual basis. This information will be used to make improvements/changes to systems and procedures where necessary.

This policy will be reviewed March 2016

Mrs L Cyples  
Chair of Governors

Mrs AB Goodison  
Headteacher

Mrs D Jamieson  
Health and Safety Co-ordinator