



St. Mary's Catholic Primary School

First Aid Policy

Date: November 2020

Person Responsible: Mrs A Lopez (SENCO)

Review Date: November 2021

Rationale

St Mary's Catholic Primary School has a clear Health and Safety Policy, and actively seeks to minimise risk and create as safe an environment as possible for all who work here. St Mary's recognises that accidents can happen from time to time and the Governors and Headteachers of the school accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school. In light of the COVID-19 pandemic, government guidelines will be followed with regards to additional care with regular cleaning and sanitising surfaces and using PPE where directed.

Purpose

The schools arrangements for carrying out the policy includes the following principles:

- A duty on the Governing Body to approve, implement and review the policy
- Place individual duties on all employees
- To report, record and where appropriate investigate all accidents
- Record on all occasions when First Aid is administered to employees, pupils and visitors
- Provide equipment and materials to carry out First Aid treatment
- Make arrangements to provide training to employees, maintain a record of that training and review annually
- Establish a procedure for managing accidents in school which require first aid
- Provide information for staff on the arrangements for First Aid.

Guidelines

School members of staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment. The school has a good number of staff trained in first aid and details of this can be found in the Medi Alert Handbook.

First Aid and medical treatment is available in the First Aid Room.

Disposable gloves should always be used and disposed of carefully.



First aid boxes have been issued to all classrooms and regular supplies are kept in the First Aid room. First Aid boxes and relevant medication should always be taken on school trips and sporting activities.

During playtimes and lunchtimes, injuries should be assessed by teachers/ TAs or Midday Meal supervisors on duty. For injuries that require further attention, children should be sent to the First Aid room. If a child receives any injury which causes concern, parents will be telephoned and where appropriate given the option of coming to school to check the child themselves or leaving the child to recover and return to class whilst being monitored. All visits to the First Aid room are recorded; the First Aider informs the class teacher of the incident and distributes letters to children to pass onto their parents advising them that their child has received a minor bump/ injury to their head.

If a child has an accident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. If parents cannot be contacted a member of staff will accompany the child and stay with them until the parents arrive.

In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child.

Serious accidents requiring direct treatment at a hospital are recorded within the school. Accidents to staff must also be reported and a record made at the school office.

Illness

Children who feel unwell should be sent to the Headteachers and they can make a decision as to whether the child should be sent home.

Vomiting and diarrhoea

If a child vomits or has diarrhoea in school, parents will be asked to pick their child up from school as soon as possible. Children with these conditions are asked to be kept at home until 24 hours after the last symptom has elapsed.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox, etc., a member of staff will look at their arms or legs. To look at a child's back or chest would only be done if the school were concerned about infection to other children. In this case, another adult would be present and would not be completed without the child's consent. If a child has any of these infections, they will need to stay off school for the prescribed period of time.

Head lice

Staff do not examine children for head lice. If head lice is suspected parents are advised; if head lice are seen, parents are informed and asked to treat their child's hair. Letters are sent home to all parents in the class, to ask them to check for any sign of head lice.

Medication

If a child requires prescribed medicines whilst in school, the parent must supply the required documentation supplied by the Hospital / GP. We do not administer medication for short term illnesses (such as coughs / colds) but parents are welcome to come into the school to administer this with prior notification to the office. Epipens are stored in the First Aid room; Diabetes and haemophilia medication is kept in the fridge in the PPA room. Inhalers are kept safely in the classrooms. Inhalers / epipens and other necessary medication is taken on school visits and the residential trip.



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