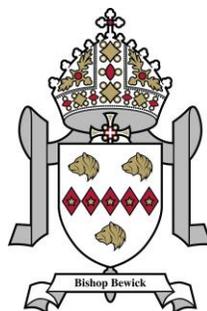


# *St Cuthbert's Catholic Primary School Walbottle*



## *First Aid Policy*

At St Cuthbert's we live and learn in faith and love,  
through Jesus' teachings.

Our school is a place where we can grow as a family,  
helping each other to lead full and happy lives

Consultation that has taken place				
Date Formally Approved By Governors		March 2019		
Date policy Became Effective				
Review Date		March 2020		
Person Responsible for Implementation and Monitoring				
Source of Policy		HT CES	Govs LA	School x

## **Rationale**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children and given the same care and understanding in our school.

**The school has a separate policy for the Administration of Medicines and Asthma.**

## **Purpose**

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid.
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits.

## **Guidelines**

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting (green book slips, accident reports) and are shown where first aid supplies are stored.

## **Classification and Staffing**

St Cuthbert's has 4 members of staff that hold a Paediatric First Aid Certificate, 3 members of staff hold a First Aid in the Workplace certificate and 7 members of staff hold appointed person certificates(basic first aid).

Nominated First Aiders will:

- Ensure that their first aid qualification is always up to date.
- Work flexibly as part of a First Aid team to ensure that first aid cover is available throughout the working hours of the school week and at all other times when First Aid provision is required.
- Always attend a casualty when requested to do so, having regard for the other children in their care.
- Treat the casualty to the best of their ability, having regard for their own and others safety. This includes wearing gloves where any loss of blood or body fluid is evident and seeking help from other First Aiders or Emergency Services as necessary.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Ensure than parents/guardians are made aware of all head injuries promptly via a nominated person.
- Through a nominated person insist that any casualty who has sustained a significant head injury is seen by professionals at hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital.

## **First Aid**

In the event of a major injury, the designated member of First Aid Staff should be sent for immediately. An informed assessment will be carried out and appropriate treatment given.

### **A nominated First Aider MUST be called for:**

- Any potential head or facial injury.
- Any deep cut, or one which continues bleeding for more than a few seconds.
- Any potential joint injury e.g. ankle, elbow etc.
- Any vomiting or possible poisoning.
- Severe breathing difficulties.

Pupils with a specific needs have an individual Risk Assessment and this should always be consulted before administering any first aid. These are kept in the School Health File located in the Headteacher's Office.

Should the injury require medical assistance i.e. parent informed/hospital treatment/ambulance this is done immediately on the advice of the First Aider.

Consultation from First Aid Staff should not be sought in the event of minor incidents which may be treated with Pastoral care.

Examples of these are:

- Pupils who feel sick
- Minor marks to the body

During lesson time: As Teaching Assistants are shared between Class Teachers, should an incident occur during teaching of a lesson, the Teaching Assistant should take 'Pastoral' care of the child or seek advice from a First Aider. If no Teaching Assistant is present a message should be sent by the teacher to the office or nearest class with a Teaching Assistant. The Teaching Assistant or Office staff will contact a First Aider.

### **Breaks and Lunchtimes**

There is a rota of staff outlining duty of care for pupils during morning and lunchtime break.

The above guidelines for determining 'First Aid' or 'Pastoral Care' should be followed during these times. In the event of an injury the Class Teacher must be informed so they can liaise with parents/ guardians at the end of the school day. Green slips must be handed to the class teacher to pass on to parents/guardians.

### **Incident Reporting**

All incidents, injuries, head injuries, ailments and treatments are recorded in the Accident Book, available in the Medical Room/Disabled toilet in the drawer. This should include:

- The date, time and place of accident/incident.
- The name and class of the injured or ill person.
- Details of their injury/illness and what first aid was given.
- Name and signature of the First Aider or person dealing with the incident.

Information will be recorded and reported on statutory and LA forms as required.

First Aid additional supplies can be found in the drawers in the Medical/Disabled toilet. Mrs Young is responsible for ordering further supplies. A comprehensive leaflet is kept inside each first aid box as a useful reference for supplies. First aid box contents should be checked each half term and replenished as necessary, referring to the leaflet checklist.

School also has a separate risk assessment for First Aid during the COVID-19 Pandemic.

This policy is reviewed and updated annually.

Start date April 2021

Renewal date March 2022

This policy was approved by the Governing Body on .....

Signed .....

