



*'learning together through love, friendship, forgiveness and faith.'*

## **St Michael's CE Primary First Aid Policy**

### **First Aid Policy**

#### **1. General Statement**

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

#### **2. The Legal Position**

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

#### **3. Qualified First Aiders & Appointed Persons**

The majority of support staff are qualified as 'First Aiders in the work place'. Our Appointed Persons are Mrs Stevenson and Mrs Leatherby. The poster in Medical Room displays a current list of names. The Medical Room is located in the the Office and it contains a range of First Aid equipment.

#### **4. Responsibilities of First Aid Personnel**

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided in the Accident Book

Appointed persons are responsible for:-

- In the absence of a first-aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

#### **5. Procedures**

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and then call 999 or 112 for advice.

Where a child is involved contact the parents in the first instance. If the parents cannot be reached the school will make the decision in accordance with "Procedures in the Event of First Aid Emergency" (see below).

- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to Mrs. Stevenson or Mrs. Leatherby
- If a first aid kit is poorly stocked, this should be reported to Mrs. Stevenson or Mrs. Leatherby
- All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing Mrs. Stevenson or Mrs. Leatherby when it is poorly stocked.

#### **6. Dealing with Visitors**

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

## **7. Children with Medical Needs**

A list of children who have epipens, inhalers or who have diabetes will be attached to the inside of each classroom register. The location of each child's epipen or inhaler will appear alongside the child's name.

Epi-pen training is provided so that staff can administer adrenalin through the use of an epi-pen in an emergency. It is the responsibility of parents to ensure that all medication is in date and is taken home when required. Families complete a medical form at the beginning of each academic year and are responsible for informing the Office staff of any changes. A copy of all medical needs is available for staff.

## **8. Staff Training**

All staff undertaking first aid duties will be given full training in accordance with current legal requirements which will be arranged by the Office Staff (Refer to First Aid Requirements for Guidance)

## **9. Information for Employees**

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

- **All staff are required to ensure that all accidents/incidents and near misses are reported.**
- **The Class Teacher should ensure that a First Aid kit is taken when on all off-site trips.**
- **Information on the current first-aider/appointed persons will be provided on staff notice boards and in the Medical Room.**
- **First Aid kits can be found in the following areas:  
Medical Room, Office by Year 6 Classroom & KS1 Kitchen.**

## **Procedures in the Event of First Aid Emergency**

- Appointed Person to ring 999 or 112 as soon as requested by First Aid Personnel
- Explain accident and injury to child
- The person speaking to you will ask:-

- Are they conscious?
  - Can they breathe?
  - Can they talk to you?
  - Patients name and date of birth.
- The person speaking to you will then make an assessment and then either:
  - Send an ambulance immediately

If it is not life threatening, either an ambulance or a first aid responder will be there within 60 minutes.

- For the patient:-
  - Reassure them they are okay
  - Nil by mouth
  - Keep still, do not move them, cover them with blanket.

If their condition worsens ring 999 or 112 back.

Contact parents at some point during the above procedure.

If a child needs to go to hospital then always contact 999 or 112 for advice.

Reviewed May 2019

Next Review May 2021