



## St Mary's Catholic Academy and Our Lady of Grace Catholic Academy



### First Aid Policy *Our Vision*

*"Many Hearts, One Accord"*

*We are the many hearts that follow Jesus, the one accord.*

*"Through prayer and care we become cherished and*

#### **Introduction**

St. Mary's Catholic Academy and Our Lady of Grace Catholic Academy are committed to providing emergency first aid cover to deal with accidents and incidents, which occur to employees, children and all categories of visitors.

The school will ensure that the First Aid arrangements will be managed in compliance with the Health and Safety (First Aid) at work regulation 1981.

#### **The First Aid Team**

The first aiders in school who are qualified to administer first aid are:

#### **St. Mary's Catholic Academy**

##### First Aid trained

Mrs P Massey

Mrs K Sidley

Mrs A Peart

Mrs K Bruce

Mrs E Wardle

Mrs K Frederick

Mrs A Jenkins

##### Paediatric First Aid trained

Mrs A Peart

Miss J Wallace

Mrs J Edwards

Mrs J Bissell

Miss E Priestman

Mrs D Statham

Miss E Tabbinor

##### Health and Safety Link Governor

Mr S Abene

Miss A Sheeran

**Our Lady of Grace Catholic Academy**

<u>First Aid trained</u>	<u>Paediatric First Aid trained</u>	<u>Health and Safety Link Governor</u>
Mrs D Bates	Miss D Molloy	Mr S Abene
Mrs C Harvey-Oates	Mrs G Law	
Miss A Johnson	Mrs E Capper	
Miss E Kealey	Mrs A Smith	
Mrs P Paskin	Miss F North	
	Miss D Page	

**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.

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.

## **First Aid Facilities**

The school has a dedicated medical room. First aid boxes are located at the first aid post as listed below. They contain sufficient first-aid materials to administer first aid as recommended by the HSE. The school has travelling first-aid kits used for off-site visits. These are kept in the medical room, and contain supplies recommended by the HSE. First aid supplies are checked half termly for expiry dates. Full lists can be found in each first aid container.

The first aid posts are located:

- Foundation Stage (Reception and Nursery classes)
- School Office
- KS1 & KS2 cloakroom
- Medical room
- Staffroom

## **Accident Reports**

All first-aid incidents should be recorded in the first-aid record book. There are two accident books: one for pupils and one for adults. These are both located in the school office.

Wherever possible staff should speak to the parent/carer concerned.

When this is not possible a slip should be completed and sent home.

Where a child has a serious injury or injury to the head, the staff member should inform the Principal or senior teacher who will decide whether parents should be contacted immediately.

All serious injuries should be reported to the Principal or senior teacher and should be recorded on the Accident Investigation report.

### **Calling the emergency services**

In the case of major accidents, it is the decision of the principal/senior teacher if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must,

1. State what has 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

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

### **School Visits**

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.

In the case of **day visits**, we will seek permission from the pupils' parent/guardian to administer first-aid wherever necessary.

### **Administering Prescribed Medication in School**

The school has a separate **Health and Safety** policy for the administration of medicines.

### **Storage/Disposal of Medicines**

Medicines must be stored in the secured medicine cabinet in the Staffroom. The exception to this rule are inhalers, which must be clearly labelled with their name and kept in the child's classroom in the asthma box; where they can be easily reached where necessary.

It is the responsibility of the parents to collect unused medicines from the school and dispose of them accordingly.

### **Pupils with Special Medical Needs - Individual Healthcare Plans**

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

Epileptic

Asthmatic

Severe allergies, which may result in anaphylactic shock

## Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

An individual health care plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. A school nurse may also provide additional background information and practical training for school staff.

A copy of all individual health care plan can be found in the staff room.

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