



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



### **Our Mission**

***'Many hearts, one accord - in God's love, we grow and learn together to build the kingdom of God'.***

### **First Aid Policy**

**Headteacher/Principal: Sarah Rathbone**

**Policy Date: October 2024**

**Policy Review Due Date: October 2025**

### **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 to our school site. 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. This policy outlines our daily policy, practice and procedures for first aid within our school. It should be read in conjunction with the following school-based policies:

- Child Protection & Safeguarding
- Medicines in School
- Asthma
- Health & Safety
- Educational Visits
- SEND
- Equality Plan
- Accessibility Plan

## **The First Aid Team**

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

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

<u>First Aid trained</u>	<u>Paediatric First Aid trained</u>	<u>Health and Safety Link Governor</u>
Mrs P Massey	Miss J Wallace	
Mrs K Sidley	Mrs D Statham	Steve Abene
Mrs A Peart	Miss C James	
Mrs K Bruce	Mrs I Minor	
Mrs E Wardle	Mrs A Smith	
Mrs V Hardy		
Mrs D Parrish		
Miss Towers		

### **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	
Mrs C Harvey-Oates	Mrs G Law	Steve Abene
Miss A Johnson	Mrs E Hall	
Miss L Power	Mrs J Spruce	
Mrs D Sigley	Mrs D Bates	
	Mrs K Hartley	
	Miss S Glover	

## **Responsibilities of First Aid personnel**

If a child/adult is ill or injured the following procedure will then take place:

- The situation will be assessed by the first aider
- Appropriate First Aid will be carried out.
- An injury slip to record the incident will be completed. This is taken back to the class by the child and placed in the child's book bag. If the child does not have a book bag in school, a member of staff will ensure it reaches the parent/carer.
  
- A second opinion by a qualified First Aider in school may be sought.
- Further checks, if deemed necessary, on an individual's welfare/condition may be made throughout the school day.
- It will be determined whether further medical advice needs to be sought.
- It will be determined whether the child/person should remain in school.
- If a child has sustained any kind of head injury, the parents must be informed immediately.
- Parents will be advised to seek medical / hospital advice for head injuries.

## **What constitutes an emergency?**

An emergency is any first aid situation, where the advice from a medical professional is required and/or the medical profession or emergency services are required to take over the situation.

## **Emergency Procedures**

- A telephone call will be made to the preferred number listed on the school database. If no contact has been able to be made, or no return phone call has been made, the school will attempt to ring the emergency contacts.
- If a child has a serious medical condition, i.e. diabetes, the needs of that child are displayed in the staffroom for all staff in the school to be aware of.
- Information on procedures to follow in the case of an asthma attack is displayed in all classrooms
- All emergency procedures should be carried out by a qualified First Aider

## **Calling the emergency services**

If a situation is deemed serious or life-threatening, an ambulance/emergency services, 999, must be called immediately. A member of staff, accompanied by another member of staff, should accompany the child/adult to the hospital. Parents/carers should make their own way to the hospital, if they have not been able to get to school, prior to the departure of the ambulance. The child's details should be collected from the school office to be taken to give to hospital staff, (DOB, address, allergy and other key information).

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.

### **First Aid Facilities**

St Mary's has a dedicated medical room. Firstaid boxes are located in each classroom. 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 at St Mary's and in the medical supplies cupboard in the staffroom at Our Lady of Grace, 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.

Each school has a defibrillator for emergency use in the case of cardiac arrest.

### **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.

### **Monitoring Procedures**

The injury slip system in school allows for the careful logging of incidents. The Head of School monitors incident slips monthly, in order to ascertain repetition of

incidences and to identify possible health and safety risks and, where possible, to initiate remediate action(s).

### **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.

### **Contamination / Hygiene**

When administering First Aid, the following procedures must be followed:

- Protective gloves must be worn at all times;
- Children and staff should cover their own open wounds;
- Body fluids should be placed in disposables bags and placed in an appropriate bin;
- Gloves and aprons must be worn when cleaning up vomit and other body fluids.

### **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 plans can be found in the staff room.