



First Aid Policy

St Edward's Catholic Academy

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Prepared by: J McQuillan

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Version Number: 1

True Mind, True Heart, True Spirit

St Edward's Catholic Academy First Aid Policy

Please also refer to:

- Children and Families Act 2014 - section 100
- Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Sept 2014
- 0-25 SEND Code of Practice, DfE 2014
- Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014
- Equalities Act 2010
- Schools Admissions Code, DfE 1 Feb 2010

This policy should be read in conjunction with the following school policies:-

- SEN Policy
- Child Protection and Safeguarding Policy
- Equalities Policy
- Complaints Policy

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

Statement of First Aid Provision

The Academy's arrangements for providing First Aid will:-

- Place a duty on the Headteacher and Directors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant form to the SELB;

- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in academy which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the Academy and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

Arrangements for First Aid

The Academy will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the Academy are:-

In each classroom
 The Medical Room
 KS2 cloakroom

A standard First Aid Kit will contain the following items:

Leaflet giving general advice on First Aid
 20 individually wrapped sterile adhesive dressings assorted sizes
 4 triangular bandages
 2 sterile eye pads
 6 safety pins
 6 medium wound dressings
 2 large wound dressings
 3 extra large wound dressings
 1 pair of disposable gloves

The contents of the Kits will be checked on a regular basis by Mrs S Morris

The Following Staff are First Aid and Paediatric First Aid Trained:

Name:	Post:	Paediatric:	Renewal Due:
Jane Hall	Teaching Assistant	Yes	February 2019
Kay Methven	Assistant Headteacher	Yes	May 2020
Sharon Herring	Teaching Assistant	Yes:	January 2018.
Paula Hallam	Teaching Assistant	Yes:	April 2020
Julie Hobson	Teaching Assistant	Yes	April 2020
Maria Holmes	Teaching Assistant	Yes:	July 2018
Pippa Jones	Teacher	Yes:	April 2019
Sarah Morris	Teaching Assistant	Yes:	August 2020
Sam Smith	Teaching Assistant	Yes:	February 2018
Janice Walker	Teaching Assistant	Yes:	January 2018
Sam Ward	Teaching Assistant	Yes	May 2020

Before undertaking any off site activities the level of first aid provision will be assessed by the Headteacher and at least one First Aid Kit will be taken along.

Information on First Aid Arrangements

The Headteacher will inform all employees at the academy of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the Headteacher will ensure that signs are displayed throughout the Academy providing the following information:-

- The names of employees with First Aid qualifications;
- Their room or extension number;
- Location of the First Aid Box.

All members of staff will be made aware of the Academy's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required a 'Head Bump' letter will be sent home to the parent/guardian.

Transport to hospital or home

The Headteacher will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Headteacher may decide to transport the pupil to the hospital accompanied by a member of staff.

Where the Headteacher makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.