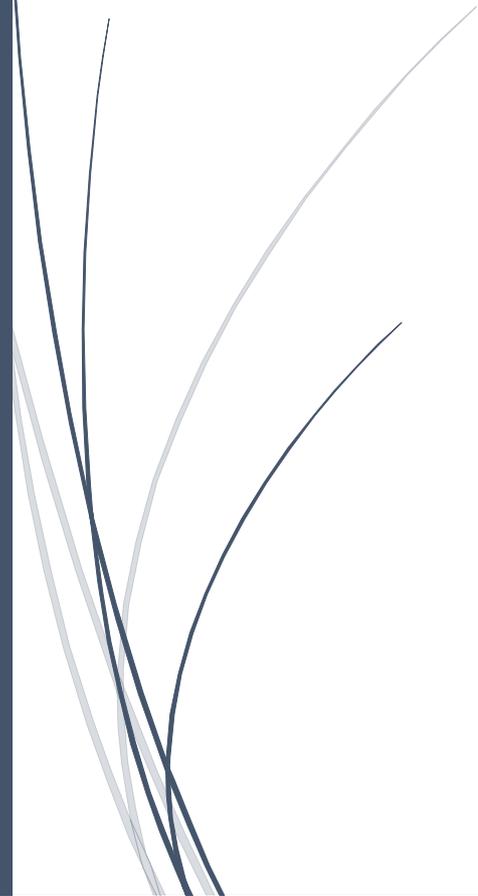


6/1/2016

St Mary's Catholic Primary

First Aid



Contents:

Statement of intent

1. Legal framework
2. Risk assessment
3. [First Aid Materials, Equipment and Facilities](#)
4. First-aid containers
5. Selection of first-aiders
6. [Qualifications and Training](#)
7. Roles and responsibilities
8. Reporting accidents and record keeping
9. Circulation

Appendices

- A) [Location of first aid boxes](#)
- B) [First aid box supply list](#)
- C) [Travel first aid pouch checklist](#)
- D) [Incident reporting form](#)

EMERGENCY PROCEDURES FOR CALLING AN AMBULANCE

- 1) Press 9 for a line
- 2) Dial [999](#)
- 3) Ambulance required to St. Mary's Primary School, Mill Street, Brierley Hill, DY5 2TH
Telephone: 01384 818435
- 4) Give brief details of occurrence and the consequent injury or problem.
Give details of any treatment which has or is being administered
- 5) Notify principal/assistant principal immediately

Statement of Intent

The academy representatives of St Mary's acknowledge and accept its responsibilities under the Health and Safety (First Aid) Regulations 1981, to provide equipment and facilities as are adequate and appropriate for enabling first-aid to be rendered to employees, pupils and visitors in the school (including contractors).

Our First Aid Policy will be successfully implemented through the delivery of the following aims and objectives:

- Undertaking a First Aid Needs Assessment to determine the requirements for the provision of first-aid within the school premises.
- Ensuring that there are suitable facilities and equipment to administer first-aid, where necessary.
- Ensuring that there is a sufficient number of staff trained in first-aid on duty at all times.
- Ensuring that the requirements of this policy are clear and appropriately circulated, including the location of first-aid equipment, facilities and personnel.

The appointed person, responsible for first-aid, is:

Laura Turner (Higher Level Teaching Assistant)

Where the appointed person is unavailable, the following person(s) will deputise in his/her stead: Any of the appointed adults mentioned in section 6.

Signed by

Principal

Date:

Chair of Governors

Date:

Next review date:

1. Legal framework

1.1. This Policy will have consideration for, and be in compliance with, the following legislation and regulations:

- Health and Safety at Work Act 1974.
- Health and Safety (First Aid) Regulations 1981.
- The Management of Health and Safety at Work Regulations 1992.
- The Education (School Premises) Regulations 1999.
- Health and Safety (The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)) Regulations 2013.

1.2. This Policy will also have regard to the following statutory and non-statutory guidance:

- First Aid for Schools (August, 2000).
- Advice on Standards for School Premises (May, 2013).
- Incident reporting in schools (accidents, diseases and dangerous occurrences) (October, 2013).

2. Risk assessment

2.2. The **principal** will ensure that an **annual** risk assessment of first-aid needs is undertaken, appropriate to the circumstances of St. Mary's.

2.3. The **principal** shall review the school's first aid needs following any changes to staff, building/site, activities, off-site facilities etc.

2.4. The **School Business Manager** monitors the number of trained first aiders, alerts them to the need for refresher courses and organizes their training sessions.

- 2.5. The **School Business Manager** also monitors the emergency first-aid training received by other staff and organizes appropriate training (including Paediatric First Aid for (EYFS staff))
- 2.6. The appointed first aider checks the contents of the first aid boxes monthly

The school is a low-risk environment, but the **Principal** will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- Adequate provision in case of absence, (including trips)
- Out of hours provision, (eg. Clubs/events)

Arrangements should be made to ensure that the required level of cover of both first aiders and appointed persons is available at all times when people are on school premises.

3. First Aid Materials, Equipment and Facilities

- 3.2. The **Principal** must ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available.

All first aid containers must be marked with a white cross on a green background.

- The school should ensure that a qualified first aider always accompanies classes on school trips and must carry a first-aid bag.
- Responsibility for checking and re-stocking the first-aid containers is that of Laura Turner-first aid co-ordinator.

Anyone requiring first-aid will be seen in the first instance by an appointed person in the respective area where the injured person may be.

If it is necessary to send a child home the parent or primary carer will be contacted.

It is the school policy that when a member of staff or a child has been physically sick, he or she must remain at home for 48 hours following the end of the sickness.

3.3 First-aid will be administered in a room that meets the requirements of the DfE guidance. Specifically, to:

- Be large enough to hold the necessary equipment.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean and tidy at all times.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door advising of the names and locations of first-aiders.
- Have a sink with hot and cold water, if possible.
- Have drinking water and disposable cups.
- Have soap and paper towels.
- Have a suitable container with disposable waste bags.

3.4 The care room is St. Mary's designated medical room.

4 First-aid containers

4.2 First-aid containers are identified by a white cross on a green background.

- 4.3 St. Mary's has two first-aid cabinets, which can be found in the care room, next to the school office. These cabinets contain a sufficient number of suitable provisions to enable the administration of first-aid.
- 4.4 St. Mary's has two travelling first-aid pouches for use during school trips and off-site visits, which are stored in the care room.
- 4.5 No medicinal substances or materials are permitted within a first-aid container.
- 4.6 Inventories are kept of all first -aid supplies in each individual container (please see appendices 1)

First-aid containers

- 4.7 First aid-containers will contain, at a minimum:
- A leaflet giving general advice on first aid.
 - One box of individually wrapped sterile adhesive dressings (assorted sizes)
 - One large, medium and small unmedicated gauze dressing
 - One triangular bandage.
 - One mouth to mouth face shield
 - 20 individually wrapped, alcohol free cleansing wipes.
 - Five pairs of disposable, powder/latex free gloves.
 - One small roll of micro-pore tape
 - One forehead thermometer, along with instructions
 - Four yellow bodily fluid disposable bags
 - Four sickness bags
 - Five pairs of disposable green plastic tweezers
 - One finger bandage
- 4.8 First-aid containers will be:
- Prominently marked as a first-aid container.
 - Maintained in a good condition.
 - Suitable for the purpose of keeping the items referred to above in good condition.

- Readily available for use.

First-aid containers are located throughout the school. Please see below for location details (see appendices 2)

5 Selection of first-aiders

5.2 When selecting first-aiders, the Principal should consider an individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first-aider must be able to leave immediately in an emergency.

5.3 Unless first-aid cover is part of a staff member's contract of employment, people who agree to become first-aiders should do so on a voluntary basis.

6 Qualifications and Training

6.2 The Principal is responsible for organising first-aid training.

6.3 New staff members are offered first-aid training as part of their induction training.

6.4 Lunch time supervisors will also undertake first-aid training.

6.5 St. Mary's keeps a record of who is trained in first-aid and the date that their certificates were issued and when they are due to expire.

6.6 First aiders hold a valid certificate of competence, issued by an approved organisation. The majority of staff hold a first aid certificate especially designed for schools entitled "First Aid at Work"

6.7 All staff should ensure that they have read the school's First Aid Policy and sign the training record to say they have done this.

Appointed persons

Qualified Paediatric first aiders – 2 days trained	Emergency First Aid at Work
Laura Turner - HLTA	Laura Turner
Karen Morris - HLTA	Jo Bate
Jasmin Young	Catherine Addis
Debbie Crumpton	Jenny Berridge
Michelle Dann	Paulette Berry
Jenny Howarth	Joanna Broomfield
Joanna Broomfield	Angela Buckley
Debbie Homer	Jo Catchpowle
Dana Nock	Joan Goodall
Jo Bate	Linda Hadley
Sue Tranter	Liz Harris
Kerry tanley	Debbie Homer
	Sue Jones
	Mandy Morgan
	Dawn Sheldon
	Sue Tranter
	Stephanie Wooldridge

7 Roles and responsibilities

7.2 The main duties of the appointed person are to:

- Take charge of first-aid arrangements, including looking after equipment and calling the emergency services, where necessary.
- They should not give first-aid treatment for which they have not been trained, although it is good practice to ensure that they have emergency first-aid/refresher training, including:

- What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First-aid for the unconscious casualty.
 - First-aid for the wounded or bleeding.
-
- Liaise with the Business Manager, where necessary, to facilitate the replacement of out-of-stock or expired first-aid material or equipment.
 - Remain on-site throughout the school day.

7.3 The main duties of first-aiders are to:

- Complete a training course approved by the Health and Safety Executive (HSE).
- Give immediate help to casualties with common injuries and those arising from specific hazards at **St. Mary's**.
- Ensure that an ambulance or other professional medical help is called, where appropriate.

8. Reporting incidents and record keeping

Reporting

- 8.1. The Principal will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by RIDDOR. Other reportable injuries will be reported within 10 days.

Record keeping

- 8.2. The Principal will ensure that records are kept of any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.

- 8.3. Reportable injuries include:

- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding), which cover more than 10 percent of the body or cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.

8.4. Reportable occupational diseases include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis e.g. from work involving strong acids or alkali, including domestic bleach.
- Hand-arm vibration syndrome.
- Occupational asthma e.g. from wood dust or soldering.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any disease attributed to an occupational exposure to a biological agent.

8.5. Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR, as a reportable injury has to have resulted from a work-related incident.

8.6. Dangerous occurrences include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.

8.7. Injuries to pupils and visitors who are involved in an accident at school, or an activity organised by St. Mary's are only reportable if the accident results in:

- The death of a person which arose out of or in connection with a work-related activity.
- An injury that arose out of or in connection with a work-related activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

8.8. Records will be also be kept of all occupational injuries where a staff member is away from work or incapacitated for more than three consecutive days, although this doesn't need to be reported.

8.9. St. Mary's does not have to report injuries where the pupil remains at school, is taken home or is simply absent from school for a number of days.

8.10. First-aiders will ensure that they comply with the reporting procedures of the school after administering treatment, including recording:

- The date, time and place of the incident.
- The name (and class) of the injured or ill person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards? (e.g. went home, resumed normal duties, went back to class, went to hospital).
- Name and signature of the first aider or person dealing with the incident.

- 8.11. Records will be maintained for no less than three years after the incident.
- 8.12. The accident reporting book is kept in a secure, lockable cupboard adjacent to the school office.

Monitoring

8.13 Accident records can be used to help the Principal and the Child protection and safeguarding lead identify trends and areas for improvement. They could also help to identify training or other needs and may be useful for insurance or investigative purposes.

9. Identification and Treatment of pupils with medical conditions

- 9.1 Parent or primary carer must complete a medical form when registering their child. The original is kept in the pupil's file.
- 9.2 Any regular medicines are named and kept in the Care Room. They are stored in a locked first aid cupboard with the exception of antibiotics which are stored in the fridge.
- 9.3 Medicines that are administered by a first aider are recorded in the schools administration of medicines folder. A carbon copy is retained for the schools record whilst a duplicate is given to the parent or primary carer.
- 9.4 Prescribed inhalers for asthmatic children

10. Circulation

10.1. The Principal will inform all staff, including those with reading and language difficulties, of the first-aid arrangements. This should include:

- The location of the first-aid equipment, facilities and personnel.
- The procedures for monitoring and reviewing the St. Mary's first-aid needs.

10.2. Copies of this policy will be made available on the notice boards of each school building, in the staff room, and published on St. Mary's website.

Appendices A)

Location of First Aid Boxes

First Aid Station Numbers	Location
1	Ks2 top corridor
2	Year 6 classroom
3	Year 5 classroom
4	Year 4 classroom
5	Ks2 bottom corridor
6	Year 3 classroom
7	Year 2 classroom
8	Year 1 classroom
9	Reception classroom
10	Preschool
11	Infant corridor-adjacent to year 1 classroom

Appendices B)

First-aid box supply checklist

Item	Suggested stock	Current stock	Ordered if required?
A leaflet giving general advice on first-aid.	1		
Individually wrapped sterile adhesive dressings (assorted sizes).	20		
Sterile eye pads	2		
Individually wrapped triangular bandages (preferably sterile).	4		
Safety pins.	6		
Medium-sized (12cm x 12cm) individually wrapped sterile unmedicated wound dressings.	6		
Large (18cm x 18cm) individually wrapped sterile unmedicated wound dressings.	2		
Disposable gloves.	1 pair		

Appendices C)

Travel first-aid box supply checklist

Item	Suggested stock	Current stock	Ordered if required?
A leaflet giving general advice on first aid.	1		
Individually wrapped sterile adhesive dressings.	6		
Large sterile unmedicated wound dressing (18cm x 18cm).	1		
Triangular bandages.	2		
Safety pins.	2		

Individually wrapped moist cleansing wipes.	10		
Disposable gloves.	1 pair		

A) Incident reporting form

Date of incident	Time of incident	Place of incident	Name of ill/injured person	Details of the illness/injury	Was first-aid administered? If so, give details	What happened to the person immediately afterwards?	Name of first-aider	Signature of first-aider
