

ST ANNE'S CATHOLIC PRIMARY SCHOOL

FIRST AID POLICY

Overview

From time to time whilst children are in our care they will get injured or become unwell and they need first aid. Every member of staff is in 'loco parentis' and will act accordingly to offer the care and help that could reasonably be expected of a 'caring parent' in those circumstances. We have in school members of staff who have been trained in First Aid and so the help of one of these staff should be sought as soon as possible. First Aid equipment is available in school and it should be used in the child's best interest and with great care. Where it is judged necessary the emergency service should be called or the child should be escorted to hospital. Parents should be kept fully informed whenever a child has received first aid.

Objectives

1. To provide safe and appropriate care for children and staff if they are in need of first aid.
2. To ensure that we have sufficient trained first aid staff available to care for children or adults if the need arises.
3. To ensure that we have at least two members of staff with paediatric first aid training to be available for the care of EYFS pupils.
4. To ensure that all staff knows what to do if a child needs first aid treatment and how they should respond in those circumstances.
5. To ensure that we have appropriate first aid kit easily available in school with portable kits to take when children go off site on visits etc.
6. To ensure that members of staff are given training and that those with first aid certificates are kept up-to-date.
7. To ensure that all staff know how to involve the emergency services if they are needed.
8. To ensure that appropriate medical support/attention and treatment is given to children for all but minor injuries.
9. To keep parents and carers fully informed and involved is their child has been given first aid treatment.

Strategies

1. To seek qualified medical and emergency assistance quickly for all but minor injuries – using the 'better safe than sorry' principle and always erring on the cautious i.e. if there is any doubt – seek qualified medical/emergency service (999) arrange for the child to be escorted to the nearest casualty facility.
2. If an injury is sustained whilst the child is on a visit or other off site activity the senior member of staff present must notify the school as soon as the child's needs are met.
3. To have members of staff who have undertaken appropriate first aid training available at all times on site and where possible, when children are on visits.
4. To have appropriate first aid equipment available on site at all times.
5. To have portable first aid kits to accompany them, when pupils are off site.
6. To provide access to certified first aid training and updated first aid training for members of staff.
7. To encourage staff to undertake first aid training.
8. To have effective 'quick contact arrangements' to involve parents as early as possible if their child needs medical assessment/treatment.
9. To notify parents by telephone, and record using the school accident report slip, of any head injury that their child has suffered. This should be done on the same day that the injury was received.
10. To enter the details of the accident/injury and the treatment given, in the school 'accident injury register and on accident report forms for head injuries or more serious accidents. In the event of hospital treatment being required, the accident must also be reported to the LA using form ARF2 and copied to the Archdiocese.
11. All accidents are reported termly to the Health and Safety/Premises Committee.

Outcomes

Children and adults in this school will be kept safe but on the rare occasion when they need first aid treatment, the school will see that appropriate treatment is given by members of staff with appropriate levels of training and knowledge of first aid. Where medical and emergency treatment is needed, medical help will be sought quickly. All staff will carry out their duty of care professionally at all times and parents will be kept fully informed if their child has needed first aid treatment.

Reviewed September 2014