# ST ALBAN’S CATHOLIC PRIMARY SCHOOL

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**Christ Be Our Light**

# FIRST AID POLICY

# Autumn 2022



**Introduction**

This policy outlines St Alban’s responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed regularly.

**Aims**

To identify the first aid needs of St Alban’s Catholic Primary School in line with the Management of Health and Safety at Work Regulations 1994 and 1999.

To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

To ensure that administration of first aid is in line with government and local authority COVID 19 guidance.

**Objectives**

* To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the school.
* To provide relevant training and ensure monitoring of training needs.
* To provide sufficient and appropriate resources and facilities.
* To inform staff and parents of the school’s First Aid arrangements, including around COVID 19.
* To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
* To ensure all parties are safeguarded as much as possible from COVID 19 in the case of first aid administration.

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| *Lia Campos,* ***Chair of Governors*** |  | *Joseph McCrossan,* ***Headteacher*** |
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| ***Autumn 2022*** |  | ***Autumn 2022*** |

Date of next review: ***Autumn 2023***

**Duties and responsibilities**

**The Headteacher** is responsible for:

* the health and safety of the employees and anyone else on the premises. This includes teachers, non-teaching staff, pupils and visitors (including contractors).
* ensuring that risk assessments are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
* *ensuring that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.*
* ensuring that the policy is put into practice and for developing detailed procedures.
* ensuring that the policy and information on the school’s arrangements for first aid are made available to parents.

**Teachers and other staff** are expected to do all they can to secure the welfare of the pupils.

**The First Aider** will:

* Take charge when someone is injured or becomes ill;
* Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
* Ensure that an ambulance or other professional medical help is summoned when appropriate;
* Ensure that first aid equipment is appropriately stocked e.g. restocking the first aid boxes;
* Ensure the safety of themselves and others as much as possible regarding COVID 19 when administering first aid.

First Aiders must have completed and keep updated a training course approved by the HSE. This is a voluntary post. A minimum of 2 First Aiders will be appointed from amongst volunteers on the school staff.

The Head will consider the findings of the risk assessment in deciding on the number of First-Aiders required. Schools are low risk environments, but the Head 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
* Aspects of the curriculum which include specific risk e.g. DT
* Adequate provision in case of absence, including trips
* Out-of-hours provision e.g. clubs, events

Arrangements should be made to ensure that the required level of cover by First Aiders is available at all times when people are on school premises.

The decision has been taken not to send additional staff on one day “Appointed Person” training as most teachers and some TAs attend annual first aid training as required for teaching swimming in the school pool. In addition, most staff receive annual “epipen training” to ensure correct procedures are followed for children with severe allergies.

# Risk assessments

Reviews are required to be carried out at least annually, and when circumstances alter, by the Health and Safety Committee. Recommendations on measures needed to prevent or control identified risks are forwarded to the Head and Governors.

# Monitoring and Evaluation

As part of the School’s annual monitoring and evaluation cycle, the Health and Safety Committee reviews the School’s first-aid needs following any changes to staff, building/site, activities, etc.

The Health and Safety Committee monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.

The Health and Safety Committee also monitors the emergency first-aid training received by other staff and organises appropriate training. A First Aider checks the contents of the first-aid boxes termly.

First-aid materials, equipment and facilities:

* All first-aid containers must be marked with a white cross on a green background
* First aid containers must accompany teachers off-site
* Spare stock should be kept in school.

# Providing information

The Head will ensure that staff are informed about the School’s first-aid arrangements.

Information packs for new staff are given as part of their induction programme.

Information is displayed on a notice board in the staff room.

**Accommodation**

A suitable room for medical treatment, and care of children during school hours, is provided, which is opposite to back entrance of Hall.

In addition, an isolation area has been identified in case of any persons with suspected COVID 19 symptoms. This is the area outside the head teacher’s office, which will be partitioned off in the event of a suspected case.

**Hygiene/Infection control**

In light of COVID 19 guidance, hygiene/infection control has been increased.

* First aiders will wear disposable gloves and a mask/ visor in all cases of first aid application.
* Hands must be washed or cleaned with alcohol gel both before and after first aid is administered.
* In case of COVID 19 symptoms, a disposable apron should be worn.
* Care should be taken when disposing of dressings or equipment.
* In case of COVID 19 symptoms, all waste PPE, dressings and equipment should be kept in a secure bag away from others and disposed of after 72 hours.
* All areas where first aid has been administered should be cleaned with an anti-viral and anti-bacterial spray in all case of first aid.
* In the case of COVID 19 symptoms, all areas the symptomatic person has been should be cleaned thoroughly in accordance with the Local Authority ‘Test and Trace Guidance for Schools’ document.

**Administration of drugs and medicines**

Medicines should not normally be brought into school, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office, clearly labelled with the child’s name. A form detailing the dosage and times when the medicine should be taken must be completed. This medicine should be kept in the first aid room. The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance. Parents/carers are responsible for ensuring medicine is within the expiry date. If medicine has expired it will not be administered.

**Reporting accidents**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The School must send an electronic record to Cambridgeshire County Council and keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE:

a) Involving employees or self-employed people working on the premises:

* accidents resulting in death or major injury (including as a result of physical violence)
* accidents which prevent the injured person from doing their normal work for more than three days

b) Involving pupils and visitors:

* accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with:
	+ work. i.e. if it relates to any school activity, both on or off the premises
	+ the way the school activity has been organised and managed
	+ equipment, machinery or substances
	+ the design or condition of the premises
1. In the case of suspected COVID 19 infection, school should follow the guidance outlined in the Local Authority ‘Test and Trace Guidance for Schools’ document without delay.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring this happens, but may delegate the duty to the Deputy Head.

**Record keeping**

The Headteacher must ensure that a record is kept of any first aid treatment given.

This should include:

* the date, time and place of incident
* the name (and class) of the injured or ill person
* details of their injury/illness and what first aid was given
* what happened to the person immediately afterwards
* name and signature of the first aider or person dealing with the incident.

The Head must have in place procedures for ensuring that parents are informed of significant incidents.

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

A termly review and analysis of accident records is conducted by the Health and Safety Committee.

**COVID 19**

In addition to the above, all cases of suspected COVID 19 symptoms should be dealt with in line with the Local Authority ‘Test and Trace Guidance for Schools’ document.

In the case of symptoms, the person will be isolated and parents/ carers will be expected to pick up their child immediately and urged strongly to take a test. Adults will be sent home immediately and urged strongly to take a test.

 Further guidance can be found in the Local Authority ‘Test and Trace Guidance for Schools’ document.