



St. Winefride's Catholic Primary School

First Aid Policy Statement

Mission Statement

Welcome to St Winefride's where we come together to LEARN, LAUGH, LISTEN, LIVE and LOVE in the presence of Jesus.

At our school, we believe that everyone is valued as a unique gift from God.

We work together to create an engaging learning environment, where all children are challenged to achieve their full potential.

The headteacher, governors and staff of St. Winefride's Catholic Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Purpose

This policy:

- Gives clear structures and guidelines to all staff regarding all areas of first aid;
- Clearly defines the responsibilities of the staff;
- Enables staff to see where their responsibilities end;
- Ensures good first aid cover is available in the school and on visits.

Guidelines

New staff to the school are made aware of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

Conclusion

The administration and organisation of first aid provision is taken very seriously at St Winefride's Catholic Primary School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the Health and Safety checks by the local authority.

First Aid Policy Guidelines

Training

All staff are offered emergency first aid training and all staff undertake a rolling program of retraining.

First aid kits

Every class has a first aid kit, most in form of a 'bum bag', which is taken out whenever children leave their classroom, either on or off school premises. Some classes have larger first aid kits. Those who take part in residential visits, currently years 4 and 6. Staff who work in that class are responsible for letting admin. staff know when their bag needs re-filling.

Midday Assistants are issued with a small first aid bag for each playground and carry this with them at lunchtime.

Outside the school hall there is a First Aid cupboard, which holds all the school first aid stock. Admin staff are responsible for checking and ordering of first aid equipment.

Cuts

All open cuts should be covered after they have been treated with a medi-wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Minor cuts but not scratches, should be recorded in the Accident Logbook and parents informed using copy of the accident report in the log.

ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES. All blood waste should be placed in a bag and disposed of in the outside bin.

Bumped heads

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with a cold compress or an ice pack. **ALL** bumped head should be recorded in the school Accident Logbook and a copy of the report given to parents. The child's teacher should be informed and keep a close eye on the progress of the child.

If the bump is raised, cut or the child appears unwell, parents should be contacted immediately.

Accident file

The Accident Logbook is located in the school office and should be completed for every incident where first aid is administered. Old accident books are kept according to the Retention Policy.

For major accidents, a RIDDOR form must be completed as soon as possible after the accident. These are available on the local authority website.

Administering medicine in school - Please refer to the Administering of Medicines in School Policy.

Calling the Emergency services

In case of a major accident, it is the decision of one of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school visit or on school journey.

If the casualty is a child, their parents/ guardians should be contacted immediately and given 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 available from the school office.

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: **0151 832 5012**.
2. Give your location as follows: **St Winefride's Catholic Primary School, Mellock Lane, Little Neston, Cheshire.**
3. State that the postcode is: **CH64 9RW**.
4. Give your name.
5. Give name of child and a brief description of child's symptoms.
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

It is important to speak clearly and slowly and be ready to repeat information if asked.

Agreed by the policies' committee on Tuesday 18th October 2022.