

**Holy Trinity Roman Catholic Academy Boundary Road
Newark NG24 4AU**



FIRST AID POLICY

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**POLICIES & PROCEDURES
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Holy Trinity Catholic Voluntary Academy

Mission Statement



“In every child there is a space only God can fill”

St Thomas Aquinas

At our school we continually strive to develop the full potential of the school community in an environment permeated by the Catholic Faith and promoting Gospel values.

At the heart of our mission is the family, school and parish, each supporting and working in mutual co-operation for the benefit of the children.

We are seeking to enrich the lives entrusted in our care through a broad and balanced curriculum designed to meet the needs of each pupil.

The school provides opportunities for young children to develop spiritually, morally, intellectually, physically and emotionally, and share their qualities, abilities and ambitions thus fulfilling individual potential.

As a worshipping community we respect all people and create a loving, caring atmosphere which overflows into an ethos of warmth and welcome towards parents, parish and the local community

HOLY TRINITY CATHOLIC VOLUNTARY ACADEMY

FIRST AID POLICY

1. Aims

The First Aid procedure at Holy Trinity Catholic Academy is in operation to ensure that every child, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses. In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for children, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent

2. Personnel:

- The School Governors under the direction of Our Lady of Lourdes CMAT are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- The Trust should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents.

3.0 MANAGEMENT OF FIRST-AID EQUIPMENT

3.1 It shall be the responsibility of the Administrator to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in the agreed designated areas. Where additional or replacement material or equipment is required, staff should speak to the Administrator or School Business Manager about ordering more items immediately. The Administrator will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis.

3.2 Although the designated staff listed in 5.1 are responsible for maintaining and checking the first aid equipment, it is also expected that before going on duty/ on a school visit etc, staff shall take responsibility for ensuring their first-aid box contents are sufficient.

4 FIXED AND PORTABLE FIRST-AID BOXES

4.1 All School first-aid containers are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.

4.2 Each container should be placed where it can be clearly identified and readily accessible. First Aid Bags/Boxes are located in the Medical Room. First Aid bags are taken outside at break time and lunchtime for use when needed.

First Aid kits taken on educational visits are available from the Medical Room

4.3 The boxes should contain a sufficient quantity of suitable first-aid materials. According to DFE guidance, as a minimum, First Aid Boxes should contain: micropore, scissors, triangular bandage, wound dressing, instant ice pack and gloves. No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions, suntan oil, etc.

4.4 Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used.

4.5 Blunt ended stainless steel scissors are kept in the medical room in case there is the possibility that clothing may have to be cut away prior to first aid treatment.

4.6 Where tap water is not available for use as an eye wash only sterile water, sterile normal saline or sterile normal saline eye irrigation should be provided near the firstaid box. Eye baths/cups/refillable containers should not be used for eye irrigation.

4.7 Medicines are held in a locked cupboard in the office or staffroom fridge if appropriate. A register of contents must be kept up to date. Please see Medicines policy for more information.

5. PROVISION OF FIRST AIDERS

5.1 All staff in school are first aid trained. All staff who work with children in the EYFS are Paediatric First Aid trained.

6. CATEGORIES OF INCIDENTS AND PROCEDURES

Any pupil complaining of illness or who has been injured during lesson time is either brought to the medical room by an available member of staff or is sent to the school office for a member of staff to inspect and, where appropriate, treat. Close supervision will be provided. Should the child be too ill to stay at school, parents should be contacted as soon as possible so that the child can be collected and taken home.

6.1 Minor Accidents and Injuries

The adult in charge initially looks after the injured party. If deemed necessary, a member of staff will take the child to the medical room, send the child to the school office, or to the First Aid areas on the playground. Cuts and grazes are cleaned with water and plasters/bandages are applied if deemed appropriate. The use of disposable plastic gloves is mandatory. All accidents are recorded in the Injury Book 'cheque books' by the member of staff treating the injured party, with the top copy (recording details of the incident/actions taken) sent home to parents. This copy should be

given to the child or the child's class teacher immediately or as soon as is convenient after the first aid being given and these should be sent home on the same day as the injury occurred. Children will also receive a sticker to alert their parents that they have received treatment in school.

Some children may have allergies to plasters etc. Class lists are stored with each First Aid bag for staff reference prior to administering First Aid, indicating any allergies that children may have. In addition to this, staff will always ask individual children whether they can wear plasters prior to administering. In the case of any doubt or uncertainty, advice should be sought from a senior member of staff or contact made with parents.

6.2 Treating Minor Cuts and Bruises:

In all cases of injury it is understood that there is at least one adult present:

- A first aider should administer first aid if appropriate.
- The Class teacher is informed by the first aider, injury record is given to them/the child.
- Teacher observation is maintained
- Children give their parents the injury record
- If in doubt, parent/s are contacted

6.3 Treating More Serious Accidents and Injuries

Where the accident or injury is deemed sufficiently serious, 999 will be called immediately.

If considered safe to do so, the injured party is taken to the Medical Room. Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

6.4 Stings/Bites

- If case is serious, parent/s are contacted – no stings should be removed.

6.5 Faints and Shocks

- A first aider should administer first aid if appropriate.
- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents

6.6 Very Serious Injuries

If the considered opinion of the staff is that immediate professional help is required, an ambulance is called and parents/guardians are immediately contacted. On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company. Parents are kept informed of developing situations. Wherever this is the case, the member of staff will take the child's emergency contact details, information about the accident/injury and wait with the injured person until a suitable handover can take place. Very serious injuries are considered to be: Severe Bleeding Burns/Scalds Unconsciousness

7. Procedures following treatment

After administering treatment, first aiders will ensure they adhere to the School arrangements for record keeping and accident reporting. Each first aider must receive appropriate instruction to enable them to carry out this responsibility during first-aid training.

7.1 All incidents, injuries, head injuries, ailments and treatment are reported in the Injury Record. The information recorded will include i) date, time and place of incident; ii) name and, where relevant, job title of the injured or ill person; iii) details of the injury/illness and what first aid was given; iv) what happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc; and v) name and signature of the first aider or person dealing with the incident.

Head injury information is recorded on the Injury Record top copy which is given to parents. The letter outlines the injury and symptoms to look out for.

A member of staff contact parents by phone if they have concerns about the injury.

Staff should inform the School Administrator if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

7.2 First Aid Arrangements

It is the policy of the school to train as many teachers and midday supervisory assistants as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and the School Administrator is responsible for checking the contents on a regular basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the injury record top copy of any non significant head bumps which show no signs or only slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread

of infection.

7.3 Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid, using the school's specific forms. The top copy should be given to the child/child's teacher so that this can be given to parents at the end of the same school day. Prompts on the Injury Report form and dialogue with staff will inform whether the child is well enough to remain in school following their minor injury or first aid treatment, or whether the parents need contacting.

The First Aid Health and Safety representative and the Head Teacher monitor the Injury Log to ensure that any patterns are identified and followed up.

All employee injuries and significant injuries to pupils and staff will be recorded on the Trust's Health and Safety Portal.

The Headteacher is responsible for telephoning the Incident Contact Centre (ICC) 0345 300 9923) in the event of a Fatality, Accidents that prevent a person from working for more than 7 days, Reportable Specified Injuries, Physical Violence, Reportable Occupational Diseases and Stress as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Injuries to self employed persons working on school premises must be reported in the same way as for school staff. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable. If a pupil is taken to hospital following an accident in school which was as a result of a preventable cause, such as due to a trip hazard etc, the injury should be reported. Pupils taken to hospital purely as a precaution, when no injury is apparent is not reportable.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly the collapse or failure or load-bearing parts of lifts and lifting equipment, the accidental release of biological agent likely to cause burns, the accidental release or escape of any substance they may cause serious injury or damage to health and an electrical short circuit or overload causing fire or explosion.

The Trust use the services of Nottm City Health and Safety Team who shall be contacted if in doubt about reporting procedures.

9. Monitoring and Evaluation This policy will be reviewed every two years by the Governing Body or more regularly where appropriate.