



ST. WINEFRIDE'S SCHOOL

FIRST-AID POLICY

This policy applies to all parts of the school including EYFS.

The policy applies to all school activities, including after school activities, out of school activities e.g. sporting activities, school trips, activities carried out by the Friends' of St. Winefride's e.g. Christmas Fair, Summer Fair and the School Disco.

PURPOSE

Our First-Aid Policy outlines our School's responsibility to provide adequate First-Aid to pupils, staff, parents, before medical care is available. It also outlines the procedures in place to meet this responsibility.

RESPONSIBILITIES

- The responsibility for Health & Safety, including First-Aid, rests with the Trustees.
- The Headteacher is responsible for developing procedures, putting the policy into practice and informing all staff and parents.
- Risk Assessments

The Risk Assessment of First-Aid needs to be carried out to ensure adequate cover. The school will consider:

- Location of School
 - Size of the School
 - Specific Hazards or risks
 - Specific need of children – age groups, special health needs
 - Number of First-Aiders required
 - Contacting First-Aid personnel
- According to the DfE Guidance on First-Aid for School, teachers and other staff in charge of pupils are expected to secure the welfare of the children depending on the circumstances to the best of their ability.

- First-Aiders must have attended an approved First-Aid course and attend refresher courses every 3 years. At St. Winefride's it has been decided that all full-time teaching staff will have First-Aid training as well as classroom assistants and staff covering lunch-time and playtime. This ensures that adequate first aid can be provided at all times. Each member of the full-time teaching staff is able to assume the responsibilities of the Appointed Person who takes charge during an incident and summons help if needed.
- If a child presents with specific medical needs e.g. allergies, which necessitates the use of an epi-pen or diabetes, then any necessary extra training will be provided for staff. A record of these medical needs is kept in School.
- EYFS

At least one member of our EYFS staff will also have Paediatric First-Aid training together with a member of staff who is on lunchtime duty.

- First-Aid cover must be available at all times, including out of school activities, PE, activities carried out by the Friends' of St. Winefride's e.g. Christmas Fair, Summer Fair, School Disco.

FIRST-AID PROVISION

- The First-Aid Station is located outside the Junior 4 Classroom. The names of First-Aiders are displayed on the notice board there. A first-aid kit is located there. A portable First-Aid kit is available for use in the playground. Another portable kit is available for taking to the field and on sporting activities outside school. Each classroom has a small first-aid box.
- It is the responsibility of the Headteacher to ensure that the main First-Aid kits are checked regularly and always stocked appropriately and that the stock is available for all other kits.
- First-Aid Accommodation

A medical station is set up near Infants 2 classroom. There is a place here for a child to rest in privacy when awaiting collection by a parent or carer. Supervision will be provided until the child is collected.

REPORTING ACCIDENTS

At St. Winefride's School the Headteacher is responsible for reporting incidents that involve the:

- Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995 (RIDDOR)
- Health & Safety at Work Act 1974

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay.

PROCEDURES

The First-Aider present will deal with the accident and treat any injuries appropriately. The First-Aider must ensure that precautions are taken to protect the patient and her/ himself. Hands must be washed before administering First-Aid and Disposable gloves must be worn.

The details regarding the incident will be entered in the Accident Book.

- In the event of an injury requiring hospital treatment (but not an ambulance) or a visit to the GP, the parents/ caregivers will be contacted so that transport arrangements can be made to the hospital/ GP.
- If the parents/ caregivers cannot be contacted then two members of staff will be designated to take the child for treatment. The white card containing medical details of the child will be taken.
- The school insurance covers members of staff who use their own cars to transport pupils for this purpose.
- In all cases, parents/ caregivers will be contacted as soon as possible to attend the hospital, GP surgery, or school. Once a parent/ caregiver has arrived the teachers are no longer 'in loco parentis' and may return to school.
- In the event of a head injury (not requiring a visit to the doctor or GP), parents will be notified by the school and the Headteacher will be informed.
- Details of the accident must be recorded in the Accident Book.
- **Out of School Activities**
 - A Mobile Phone should be taken on trips out of school.

- A First-Aid kit should be taken.
- Teachers should ensure that the children who have medical needs have their medication with them e.g. inhalers, insulin, epi-pens.

ADMINISTERING MEDICINES

- Prescribed medicines, e.g. inhalers, will be kept safely in the School Office and will only be administered when there is written permission from the parents/ carers. This written permission should be given/recorded on the 'Administration of Medicine Form'. Once completed and signed, these forms are kept in the School Office. Details are then shared with relevant staff.
- Medicines are periodically checked if kept in school for longer periods, for ensuring they are 'in-date'. Other medicines are also checked if 'in -date' when passed to teachers by parents/carers. If not within date, parents/carers are immediately notified.
- If pupils are able to self-administer medications e.g. inhaler, insulin, parents must give written permission for their child to take responsibility for self-medication under the supervision of a member of staff.
- Other medicines will only be administered when written permission is received from the parents/ carers. The administration of medicine must be witnessed by another member of staff.

Last Reviewed: **September 2020**

Previous Reviews: September 2019
 March 2019
 November 2018
 November 2017
 November 2016
 November 2015
 November 2014
 November 2013
 July 2012
 July 2011

Next Review Date: **September 2021**