



PARISH OF THE ASCENSION, HULME

First Aid Policy

Contents

	<u>Sections</u>	<u>Pages</u>
1	<u>Aims</u>	1
2	<u>Legislation and Guidance</u>	2
3	<u>First Aid Provision</u>	2
4	<u>Recording and Reporting First Aid</u>	3
5	<u>Informing Parents</u>	3
6	<u>Adult Illness/Injuries</u>	4
7	<u>Medicines in School</u>	4
8	<u>Covid 19</u>	4

Policy Statement

At St Philip's, we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, staff and visitors to the school. We will take all reasonable practical steps to fulfil our responsibility to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity.

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors

- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes
- To establish and maintain safe working procedures amongst staff and pupils.
- To ensure that all medicines are stored safely and administered according to instructions received from parents and government guidelines.
- To develop first aid awareness amongst staff, pupils and other supervising adults.

2. Legislation and Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records

3. First Aid Provision

The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders. St Philip's currently has three Adult and Paediatric First Aiders and ten Paediatric First Aiders. There is always a First Aider available at break times and at lunchtimes. The school ensures that there is appropriate provision for breakfast club, after school clubs and for all out of school visits.

There are four First Aid boxes - in Early Years, Key Stage 1, in the hall and in the ICT suite. It is the responsibility of all First Aiders to ensure that the boxes are replenished as and when necessary after use.

There is a defibrillator in the hall for use by the above qualified members of staff.

4. Recording and Reporting First Aid Treatment

All accidents that require a note are recorded in a school accident book, as soon as is reasonably practical, recording the following information:

- Person's name
- Date and time
- Year group
- Location of accident
- Injury
- Treatment
- Teacher informed
- Signature of First Aider

Accidents may be recorded on CPOMs if the adult dealing with the situation deems it necessary.

Serious accidents or dangerous occurrences must be brought to the attention of the Head teacher who will decide on further action.

5. Informing Parents

Accident slips are sent home at the end of the same day that the accident occurred.

The parents / carers will be contacted in the event of any head injury and a first aid slip is sent home.

In the event of a serious accident, the ambulance service will be contacted and an ambulance requested. The child's parents will be informed immediately. Two members of staff will accompany the child to hospital if their parents are not available.

6. Adult Illness / Injuries

Three designated staff members are currently qualified to administer first aid to adults. Should it be necessary, a member of staff will accompany the adult to hospital.

7. Medicines in school

St Philip's adopts the government guidance for the administration of medicines in school. A qualified First Aider or a member of the office staff will administer prescription medicines only. The medication must be prescribed by a doctor and be in the original packaging with the child's name clearly marked. Parents are requested to complete and sign a medicine form giving permission for the medicine to be administered. A record is kept of all medicine administered plus the name of the staff administering it on SIMs.

8. Covid 19

Following LA guidelines St Philip's will have a designated room for children to go to if they develop Covid 19 symptoms. Staff that wait with them will sit behind or next to them (not face to face) wearing PPE.

All classes will be provided with their own First Aid kits and when administering first aid PPE should be worn and, where possible, the adult should approach the child from the side.

Staff that assist pupils with inhalers should wear a face mask when doing so, stand to the side of the child where possible and the procedure should take place in a separate area which is ventilated (outside if possible).

When administering first aid staff should try to assist at a safe distance from the casualty as much as they can and minimise the time they share a breathing zone.

If they are capable, staff should tell the casualty to do things for themselves, but treating the casualty properly should be their first concern. They need to remember the 3P model - preserve life, prevent worsening, promote recovery.

In case of CPR/ a defibrillator needing to be used staff should follow these guidelines

- Call 999 immediately - tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) - **don't** do rescue breaths

If the patient worsens, to promote recovery and all other injuries or illnesses staff should follow these guidelines.

- If a staff member suspects a serious illness or injury, call 999 immediately - tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, they should use the recommended equipment listed above if it is available
- They should minimise the time they share a breathing zone with the casualty and direct them to do things for themselves where possible.

After delivering any first aid

- Staff should ensure they safely discard disposable items and clean reusable ones thoroughly
- Wash their hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.

Date Approved:	November 2020
Date of review:	November 2022
Approval : Full Governing Body	

