



ST. GERARD'S
CATHOLIC
PRIMARY AND
NURSERY SCHOOL

First Aid Policy 2023-2024

I am a
child
of
God
†

St Gerard's Catholic Primary School

“Guided by God, St Gerard's Catholic Primary and Nursery School is an inspiring and aspirational community where we learn to love, hope, dream and achieve.”

SAFEGUARDING STATEMENT

“St Gerard’s Catholic Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.



Statement of intent

St. Gerard's Catholic Primary & Nursery School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- ❖ Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- ❖ Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- ❖ Ensure that medicines are only administered at the school when express permission has been granted for this.
- ❖ Ensure that all medicines are appropriately stored.
- ❖ Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- ❖ Health and Safety at Work etc. Act 1974
- ❖ The Health and Safety (First Aid) Regulations 1981
- ❖ The Road Vehicles (Construction and Use) Regulations 1986
- ❖ The Management of Health and Safety at Work Regulations 1999
- ❖ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- ❖ DfE (2015) 'Supporting pupils at school with medical conditions'
- ❖ DfE (2019) 'Automated external defibrillators (AEDs)'
- ❖ DfE (2021) 'Statutory framework for the early years foundation stage'
- ❖ DfE (2022) 'First aid in schools, early years and further education'

Roles and responsibilities

The governing body is responsible for:

- ❖ The overarching development and implementation of this policy and all corresponding procedures.
- ❖ Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- ❖ Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- ❖ Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- ❖ Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- ❖ Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- ❖ Ensuring that adequate equipment and facilities are provided for the school site.
- ❖ Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- ❖ Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

The headteacher is responsible for:

- ❖ The development and implementation of this policy and its related procedures.
- ❖ Ensuring that all staff and parents/carers are made aware of the school's policy and arrangements regarding first aid.
- ❖ Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- ❖ Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- ❖ Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- ❖ Securing the welfare of the pupils at school.
- ❖ Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- ❖ Completing and renewing training as dictated by the governing body.
- ❖ Ensuring that they are comfortable and confident in administering first aid.
- ❖ Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- ❖ Keeping up to date with government guidance relating to first aid in schools.
- ❖ Overseeing the school's first-aid arrangements.
- ❖ Taking charge when someone is injured or becomes ill.
- ❖ Looking after the first-aid equipment, e.g. restocking the first aid station.
- ❖ Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- ❖ Calling the emergency services where necessary.
- ❖ Maintaining injury and illness records as required.
- ❖ Partaking in an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Paediatric first aid.

First aid provision

St. Gerard's routinely re-evaluates the first aid arrangements through a risk assessment, at annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

First aid boxes are suitably stocked in line with the assessment of needs.

School staff will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible. Items will be safely discarded after the expiry date has passed.

First aiders

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The current first aid appointed person(s) are: ALL members of school staff.

EYFS

In line with government guidance, and taking into account staff to child ratios, the school has ensured that all members of staff in Early Years have full Paediatric First Aid (PFA) training.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

Automated external defibrillators (AEDs)

St. Gerard's School has two defibrillators which are located on each floor of the school.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis.

Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately the Headteacher or Deputy Headteacher is involved in each step of the process.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons.

The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- ❖ A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- ❖ Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent/carer as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent/carer arrives.
- ❖ Where an ambulance is not required, but medical attention is needed, school contacts parents/carers and informs them immediately of the incident.
- ❖ The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- ❖ Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted.

Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent/carer will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the School Office will telephone the pupil's parent/carer as soon as possible. Parent/carers will be informed via phone call and in writing of any injury to the head, whether minor or major.

The school staff will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

The date, time and place of the incident.

The name and class of the injured or ill person.

Details of the injury or illness and what first aid was given.

Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.

The name and signature of the first aider or person dealing with the incident.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Records and Retention Policy.

Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits.

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

Storage of medication

St. Gerard's Catholic Primary & Nursery School we will only administer anti-biotics, paracetamol and ibuprofen will not be administered by school staff unless this is prescribed by a doctor.

Anti-biotics will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Anti-biotics will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Anti-biotics brought in by pupils will be returned to their parents/carers for safe disposal when they are no longer required or have expired.

An emergency supply of inhalers will be available for pupils with asthma.

Parents/carers will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents/carer in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with the school's Administering Medication Policy.

Illnesses and allergies

When a pupil becomes ill during the school day, their parent/carer will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent/carer to pick them up. Pupils will be monitored during this time.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

Consent

On admission to St. Gerard's the parents/carers complete an information form which includes will be asked a medical consent form, which includes emergency numbers, alongside details of allergies and chronic conditions.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.