



First Aid Policy Statement

2021-2023

Rationale

This policy should be read in conjunction with our 'Supporting Pupils with Medical Conditions' and 'Administration of Medication' policies.

The Governors and Head teacher of St Catherine of Siena 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.

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

Purpose

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid;
2. Clearly defines the responsibilities of the staff;
3. Enables staff to see where their responsibilities end;
4. 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.

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Conclusion

The administration and organisation of first aid provision is taken very seriously at St Catherine of Siena Catholic Primary School. There are annual procedures that check on the safety and systems that are in place in this policy.

First Aid Policy Guidelines

Training

All staff are offered emergency first aid training and all staff undertake a rolling programme of retraining. A list of trained staff, along with the level of training received (e.g. paediatric first aid or first aid at work) is available from the school office and medical room.

First aid kits

Midday Supervisory Assistants (MSAs) and those on duty are issued with a small first aid bag for each playground and carry this with them at breaktime and lunchtime.

Basic first aid kits are stored in every class, with full first aid provision being located in the medical room. Emergency first aid kits are brought on all off-site visits.

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.

ANYONE TREATING AN OPEN CUT SHOULD WEAR GLOVES. All blood waste should be placed in a bag and disposed of in the yellow medical waste bin in the medical room.

Bumped heads

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given an advisory "Bumped Head" letter to take home and return signed (EYFS and KS1) or

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receipt acknowledged (KS2). The child will also be given an 'I bumped my head' wristband to wear and show their teacher. Teacher should keep a close eye on the progress of the child/children. ALL bumped head incidents should be recorded in the accident book.

Accident file

The accident file is located in the medical room and should be completed for every incident where first aid is administered.

For major accidents, SLT should be immediately informed and an HS1 and RIDDOR form must be completed as soon as possible after the accident. These are available on the school portal.

Calling the emergency services

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

1. Your telephone number: 01923 676022
2. Give your location as follows: St Catherine of Siena Catholic Primary School, Horseshoe Lane, Garston, Watford.
3. State that the postcode is: WD25 7HP
4. Give exact location in the setting: St Catherine of Siena Catholic Primary School is opposite Woodside Leisure Centre, beside the entrance to Garston Manor School. Go through the large green gates and continue to the roundabout at the top of the drive where an adult will be waiting.
5. Give your name.
6. Give name of child and a brief description of child's symptoms.
7. 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 :

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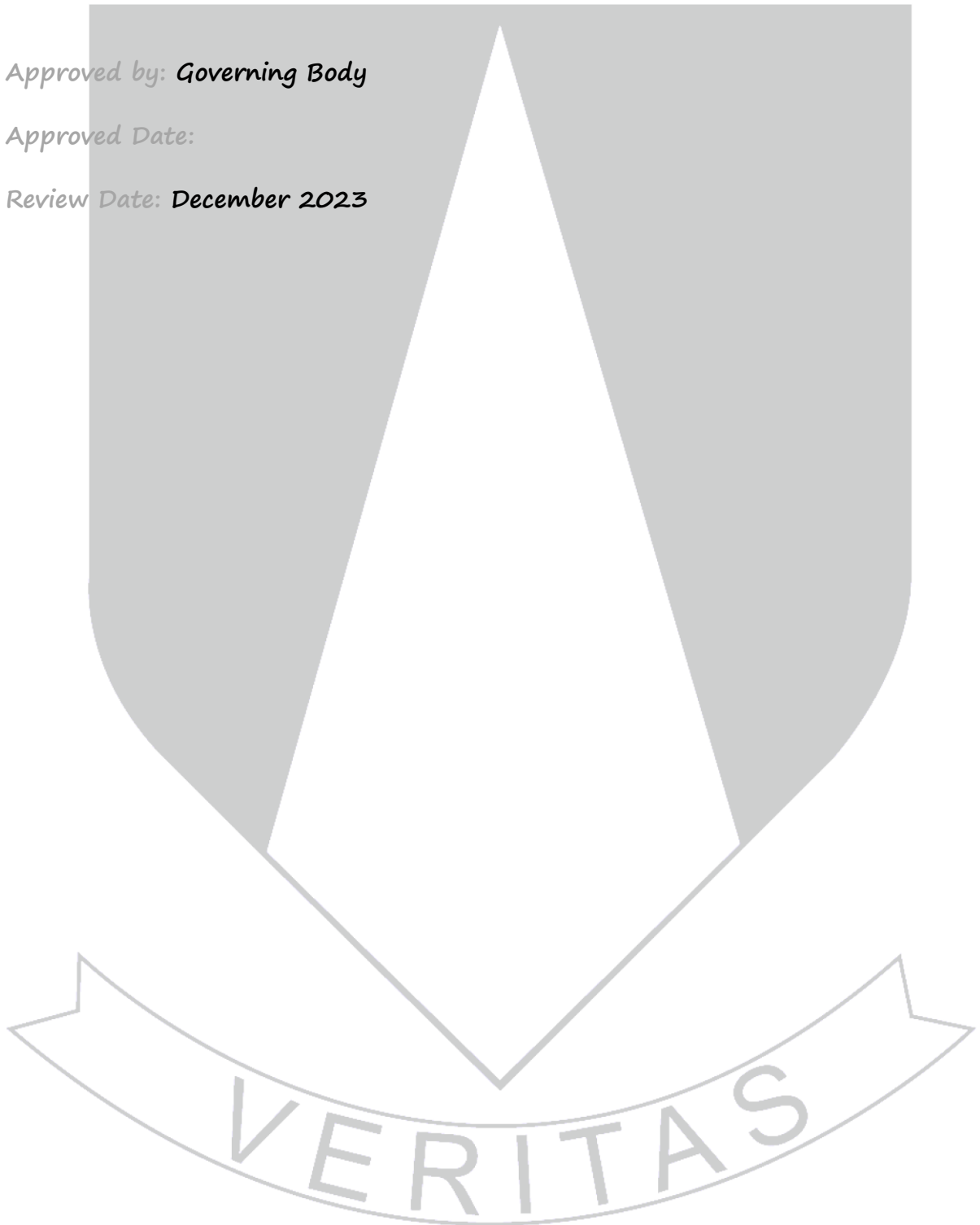
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Speak clearly and slowly and be ready to repeat information if asked.

Approved by: Governing Body

Approved Date:

Review Date: December 2023



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