

St John Vianney Catholic Primary School

First Aid Policy

“St John Vianney School is an academic community which is characterised by the Gospel Spirit of Peace, Justice and Love. All that we do and say in our school will be dominated by Jesus’ words “Love one another as I have loved you”. Our school rules are based on this statement and carried in “our hearts and our heads” and reflected in the life and work of our school”.

Statement of First Aid Organisation

The school’s arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

Arrangement for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE ‘Guidance on ‘First Aid for schools’.

The Appointed Person: Currently the Appointed person is Eamonn Carroll. He will regularly check that materials and equipment are available. He will ensure that new materials are ordered when supplies are running low.

A First Aid box is located in the Reading Room. Further first aid supplies are available in a cupboard in the Staff Room.

Each class has their own First Aid bag. These need to be stored where they are visible and easy to access. It is the class teacher and class teaching assistant’s responsibility to ensure that these are regularly checked and that the stations are fully stocked.

Responsibility to regularly check First Aid bags located in the classrooms lies with staff working in the classes. If First Aid bags need replenishing the appointed person should be immediately notified and extra supplies should be

requested.

Playground

Class First Aid bags must be taken out onto the playground to administer first aid as appropriate. It is every supervising adult's responsibility to provide FA in case of a minor accident.

If an adult has not had First Aid training, they then can request help/ second opinion from a qualified First Aider.

In case of a major accident or a head injury a qualified First Aider should be asked to assist in giving First Aid.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe.

Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the accident file.

Severe cuts should be recorded in the accident file and a major accident form should be given to the parents/carers. A copy of this form should be given to the office to be kept on file.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

Head Injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents and Guardians must be informed by Telephone. The adults in the child's class room should be informed and keep a close eye on the child. All bumped head accidents should be recorded in the accident file. Children with a bumped head should be given a head injury letter and an 'I bumped my head' wrist band' to take home.

First Aid and Medicine Files

These files are kept in each classroom, in the playground and in the office. The contents of these files are collected at the end of the academic year, by the appointed person, and kept together for a period of 3 years as required by law. For Major accidents/ incidents a further form must be completed within 24 hours of the accident/ incident. (Any accident that results in the individual being taken to hospital is considered a Major accident/ incident.). These forms are obtainable from the office and once completed a copy of it must be kept on file. They also need to be signed by the Headteacher.

Administering Medicine in School:

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the Teachers' files/ Inclusion folder/ First Aid-Medicine Record files and on file in the office.

Children with Medical conditions have to have a care plan provided by the school nurse, signed by parents/ guardians. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are stored on the first floor, in a white cabinet, clearly marked with the green cross, right next to the photocopier (in the ICT suit). Each child's medication is in a clearly labelled container with their care plan.

All medicines in school are administered following the agreement of a care plan.

Asthma

Adults in the classroom must check the expiry date on inhalers regularly and contact parents for a replacement promptly, should these expire or run out. Asthma inhalers should where possible, be carried by the person who it has been prescribed for, and clearly labelled with the child's name. If younger children are unable to carry their inhaler, these should be kept in the staff cupboard, where a child can access it easily at any time. Asthma sufferers should not share inhalers.

If a child takes their inhaler during the school day, the adult responsible in class will let the school office know and an email will be sent to inform the parent.

Other Medicines

Short term prescriptions; Medications such as the short term use of antibiotics or painkillers can be administered only if the parent /guardian fill out the 'Parental consent form for administering medicine' form. Parents can obtain the form from the office on the first day of requesting the medicine to be administered at school. The office is to pass the forms and medication to the person responsible for Medicine at school, currently the Office Manager, who will inform adults in the named child's regarding the administration of the medicine in question. The copy of the Administering Medicine at Schools Form must be kept in the office

Medication may be administered in school if it is required to be taken four (4) times a day. Classroom staff should encourage parents to administer all other medicine at home. All medication administered at school must be prescription medicine, prescribed by a doctor and obtained from the pharmacy, clearly labelled with the child's name and address.

Calling the Emergency services

In case of a major accident, it is the responsibility of all staff as first aiders to call the emergency services. The Headteacher or Deputy Headteacher should be informed if such a decision has been made, even if the accident happens on a school trip or on school journey.

If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available in the school office.

Headlice

Staff do not touch children and examine children for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. A standard letter should be sent home with all the children in that class where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be

called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

Chicken Pox and Other Diseases/Rashes

If a child is suspected of having chicken pox etc, we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned and two adults should be present. The child should always be asked if it is ok to look.