

# **Our Lady and St. Gerard's RC Primary School**



## **First Aid Policy**

**September 2023**

# First Aid Policy Guidelines

## **First aid in school**

### **Training**

All staff are offered emergency first aid training and all staff undertake a rolling program of retraining to ensure that there are sufficient qualified staff in the school.

### **First aid kits**

First aid kits are stored in the KS2 corridor, near the KS2 playground door, in the school entrance, in the new building and in the EYFS areas. Small emergency first aid kits are available for use on school visits.

The school defibrillator is kept in the school entrance and checked annually.

The contents of the first aid kits are checked at least half termly by a nominated person and restocked regularly.

### **Lunch time Procedures**

The lunch time welfare rota identifies a named first aider. This person must be first aid qualified. They must administer first aid, record the accident on CPOMS and inform the class teacher in person at the end of lunch time. When a child requires first aid then the member of staff on the playground must ensure that the child goes to the first aid area, playground buddies may be used to escort a child in the case of minor accidents.

### **Cuts**

The nearest adult deals with small cuts. All open cuts should be covered after they have been washed. 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.

Minor cuts should be recorded on CPOMS and parents informed. The person dealing with the incident is responsible for recording it on CPOMS as soon as possible and informing the teacher so that the information can be passed to parents. It must be recorded on CPOMS before the end of the school day.

If the cut is more serious then it must be dealt with by a qualified first aider and advice sought from another first aider or a member of the senior leadership team. The senior leadership team must be orally alerted to more serious cuts IMMEDIATELY and then an accident report made through CPOMS.

ANYONE TREATING AN OPEN CUT SHOULD USE LATEX GLOVES. All blood waste should be disposed of in the clinical waste bin.

### **Bumped heads**

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. The child's teacher should be informed and should keep a close eye on the child and note any changes in alertness/symptoms. ALL bumped head incidents should be recorded on CPOMS and the senior leadership should be alerted as soon as possible. The parents must be phoned IMMEDIATELY and offered the opportunity to come and check on their child. Please try to explain to the parent clearly so that you don't cause them to worry about a small incident such as children bumping heads together as opposed to an incident that requires them to come into school immediately. A bump to the head letter should then always be given, which should have the child's full name, date and a signature of the first aider. The bumped head slip should be signed by the parent as soon as possible and returned to the school office.

## **Accident Reporting**

ALL accidents must be recorded on CPOMS, no matter how minor they are.

For major accidents, a HS1 and RIDDOR form must be completed as soon as possible after the accident. These are available on the school portal and within the first aid folder on the office computer. All RIDDOR reportable accidents will also be reported to the Governing Board by the Headteacher at the next meeting.

## **Calling the emergency services**

In the case of major accidents, it is the decision of the first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

If a member of staff is asked to call the emergency services, they must,

1. State whether the casualty is breathing and/or unconscious
2. The child's name
3. The age of the child
4. State what has happened
5. The location of the school

In the event of the emergency services being called, a member of the staff, should wait by the school gate on Lourdes Avenue and guide the emergency vehicle into the school. If the casualty is a child, their parents should be contacted immediately and give 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 clearly located in the school office and in the emergency response bag.