

St Mary's CE Primary School, Davyhulme

First Aid Policy

Rationale

All the activities in St Mary's School, including its Breakfast and After School Clubs, are carried out in the Christian spirit and should promote the school values of Faith, Family and Future – Building a positive future for all as part of God's loving family.

St Mary's is a UNICEF Rights Respecting School which prides itself in providing equal opportunities for all members of its family regardless of SEND, religion, sexual orientation, culture, gender, ethnic origin, colour or age. All pupils have the right to a learning environment which dispels ignorance, prejudice or stereotyping.

This policy should be read in conjunction with Supporting Children with Medical Conditions Policy, Attendance Policy and Administration of Medication Policy.

This policy supports staff, pupils and parents in helping to embed and develop the ethos further.

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This policy has been written by the SLT in consultation with staff and with regard to current best practice according to Paediatric First Aid Training.

Purpose

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

First Aid Guidelines

Training

At St Mary's CE Primary, we have ten named first aiders. They are:-

Gemma Allen (EYFS Lead and Reception Class Teacher)

Deborah Thirsk (Reception Class TA / HLTA)

Christine Taylor (Year 2 TA)

Alison Phillips (Year 3 TA)

Antoinette Atherton (Year 6 TA)

Nicola Chadwick (Year 4 TA and LTA)

Beverley O'Leary (Breakfast and After-School Club Leader and LTA)

Peter Scott (Breakfast and After-School Club worker and LTA)

Christine O'Sullivan (LTA)

Deborah Saddoo (LTA)

All the above staff have completed a Paediatric First Aid course which has to be updated every three years. The whole staff (Teaching staff, TAs Office staff and LTAs) has undergone basic first aid training. This is updated every two years. In addition, training is organised as required e.g. Asthma and Diabetes Training.

Roles and responsibilities

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

Appointed Persons

The Headteacher is the appointed person within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the Headteacher the senior teachers will carry out this role.

First Aid Facilities

First Aid kits are located in the school office, in the Year 1 classroom near the playground door, in the KS2 Art Area and in every classroom. All are clearly labelled. At playtimes and lunchtimes, first aid equipment is taken outside. The school also has three mobile first aid kits to be taken on trips. These are kept centrally in the school office.

Accident and Injury Reporting

All first-aid incidents must be recorded in the first-aid record book. Wherever necessary, staff should speak to the parent/carer concerned. When this is not necessary, a slip will be completed and sent home. Where a child has a serious injury or injury to the head, the staff member will inform the headteacher or senior teacher and parents will be contacted immediately. All serious injuries must be reported to the headteacher or senior teacher and must be recorded in the serious incidents book. This is completed in the school office.

In the event of the emergency services being called, a member of the administration staff or another member of staff will wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents will be contacted immediately and given all the information required. If the casualty is an adult, their next of kin will be called immediately. All contact numbers for children and staff are located in the school office. In the event of a serious injury requiring hospital treatment, the Headteacher will complete form HS1 and send it to the appropriate authorities within three days of the incident.

Calling the emergency services

In the case of major accidents, it is the decision of the Headteacher/senior teacher if the emergency services are to be called.

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

1. State what has happened
2. The child's name

3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

Administration of medicines in school

In compliance with the DfE guidance 'Supporting pupils at school with medical conditions' (Statutory guidance for governing bodies of maintained schools and proprietors of academies in England December 2015), pupils who have been prescribed medicines may have them administered in school if parents have given their written consent. Forms for the parent to fill in are kept in the school office and medicines will be administered by the Office Manager or Office Assistant. When medicine is administered, one member of staff will administer it and another will act as witness.

Equal opportunities

St Mary's School prides itself in providing equal opportunities for all members of its family regardless of disability, religion, sexual orientation, culture, gender, ethnic origin, colour or age. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

Monitoring and review

The Headteacher is responsible for monitoring the implementation of this policy. This policy will be reviewed annually.

This policy was adopted by: St Mary's C.E. Primary School, Davyhulme	Date: February 2025
To be reviewed: February 2027	Signed: