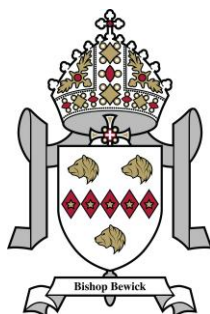


St Cuthbert's Catholic Primary School Walbottle



First Aid Policy

At St Cuthbert's we live and learn in faith and love,
through Jesus' teachings.

Our school is a place where we can grow as a family,
helping each other to lead full and happy lives

Consultation that has taken place				
Date Formally Approved By Governors	29 th January 2025			
Date policy Became Effective	30 th January 2025			
Review Date	January 2026			
Person Responsible for Implementation and Monitoring	HT	Govs		
Source of Policy	CES	LA	School	x

Rationale

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

The school has a separate policy for the Administration of Medicines and Asthma.

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.

Guidelines

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting (accident forms, accident reports) and are shown where first aid supplies are stored.

Classification and Staffing

St Cuthbert's has 7 members of staff that hold a Paediatric First Aid Certificate, 6 members of staff hold a First Aid in the Workplace certificate and 3 members of staff hold appointed person certificates (basic first aid). All teachers have received basic first aid training as well as training on the use of Auto-Injector Pens.

Nominated First Aiders will:

- Ensure that their first aid qualification is always up to date.
- Work flexibly as part of a First Aid team to ensure that first aid cover is available throughout the working hours of the school week and at all other times when First Aid provision is required.
- Always attend a casualty when requested to do so, having regard for the other children in their care.
- Treat the casualty to the best of their ability, having regard for their own and others safety. This includes wearing gloves where any loss of blood or body fluid is evident and seeking help from other First Aiders or Emergency Services as necessary.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Ensure than parents/guardians are made aware of all head injuries promptly via a nominated person.
- Through a nominated person insist that any casualty who has sustained a significant head injury is seen by professionals at hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital.

First Aid

In the event of a major injury, the designated member of First Aid Staff should be sent for immediately. An informed assessment will be carried out and appropriate treatment given.

A nominated First Aider MUST be called for:

- Any potential head or facial injury.
- Any deep cut, or one which continues bleeding for more than a few seconds.
- Any potential joint injury e.g. ankle, elbow etc.
- Any vomiting or possible poisoning.
- Severe breathing difficulties.

Pupils with a specific needs have an individual Risk Assessment and this should always be consulted before administering any first aid. These are kept in the Medication File located in the Office.

Should the injury require medical assistance i.e. parent informed/hospital treatment/ambulance this is done immediately on the advice of the First Aider.

Consultation from First Aid Staff should not be sought in the event of minor incidents which may be treated with Pastoral care.

Examples of these are:

- Pupils who feel sick
- Minor marks to the body

During lesson time: As Support Assistants are shared between Class Teachers, should an incident occur during teaching of a lesson, the Support Assistant should take 'Pastoral' care of the child or seek advice from a First Aider. If no Support Assistant is present a message should be sent by the teacher to the office or nearest class with a Support Assistant. The Support Assistant or Office staff will contact a First Aider.

Breaks and Lunchtimes

There is a rota of staff outlining duty of care for pupils during morning and lunchtime break.

The above guidelines for determining 'First Aid' or 'Pastoral Care' should be followed during these times. In the event of an injury the Class Teacher must be informed so they can liaise with parents/ guardians at the end of the school day. Accident forms must be handed to the class teacher to pass on to parents/guardians.

Incident Reporting

All incidents, injuries, head injuries, ailments and treatments are recorded in the Accident Book, available in the school office. This should include:

- The date, time and place of accident/incident.
- The name and class of the injured or ill person.
- Details of their injury/illness and what first aid was given.
- Name and signature of the First Aider or person dealing with the incident.
-

Information will be recorded and reported on statutory forms as required and uploaded to the Every system should the person be sent to hospital or require medical attention.

First Aid additional supplies can be found in the drawers in the Medical/accessible toilet. Mrs Oakes and Mrs Walsh are responsible for ordering further supplies. A comprehensive leaflet is kept inside each first aid box as a useful reference for supplies. First aid box contents should be checked each half term and replenished as necessary, referring to the leaflet checklist.

This policy is reviewed and updated annually.

Start date January 2025

Renewal date January 2026

This policy was approved by the Local Governing Committee (LGC) on 29th January 2025

Signed *BABewess* Chair of Governors