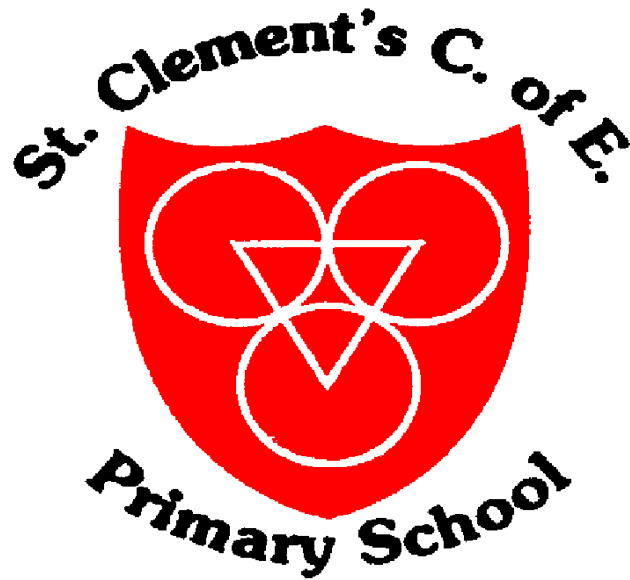


St Clement's C.E Primary School



First Aid Policy

Reviewed by ZL & LS Sept 24
Approved by F&R: 14/10/2024
Review Date: October 2025

Growing Together To Let Our Light Shine

“With Faith, Hope and Love We Can Achieve Greater Things.”

*“Love is patient and kind. Love is not jealous or boastful or proud or rude. It does not demand its own way. It is not irritable, and it keeps no record of being wronged. It does not rejoice about injustice but rejoices whenever the truth wins out. Love never gives up, never loses faith, is always hopeful, and endures through every circumstance. Three things will last forever- faith, hope and love- and the greatest of these is love.” 1
Corinthians 13:4-7 New Living Translation*

Vision Statement:

At St. Clement’s, we aim to ensure that everyone thrives within our caring Christian community.

We will use our Christian Values and Bible verse to provide hope during difficult times, gain strength from our faith, and ensure love guides us, as an inclusive school family, in all our actions.

Our Christian Values Reflected In This Policy

Faith

Hope

Love

Respect

Thankfulness

Compassion

Forgiveness

(September 2017)

DDA STATEMENT

At St. Clement’s we will aim to:

- **Promote equality of opportunity between disabled people and others.**
- **Eliminate discrimination that is unlawful under the Act.**
- **Eliminate harassment of disabled pupils that is related to their disabilities.**
- **Promote positive attitudes towards disabled people.**
- **Encourage participation by disabled people in public life.**
- **Take account of a disabled person’s disabilities, even when that involves treating a disabled person more favourably than another person.**

Rights Respecting School Link to Articles: 1, 2, 3, 12, 13, 14, 15, 16, 17, 19, 23, 28, 29, 36, 39

FIRST AID POLICY

Policy Statement

At St. Clement's we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility.

Aims

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users.
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
- To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- To establish and maintain safe working procedures amongst staff and pupils.
- To ensure that all medicines are stored safely and administered according to instructions received from parents.
- To develop first aid awareness amongst staff, pupils and other supervising adults.

First Aid Provision

The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently 4 First Aid at Work trained and 18 Paediatric First Aiders. The number of first aid personnel is sufficient to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for after school clubs and activities.

St. Clement's first aid training needs are reviewed on an annual basis by the School Business Manager, and particularly after any changes, to ensure the provision remains adequate.

Responsibilities

The following people currently hold a first aid qualification:

First Aid at Work

Mrs Law
Miss Steeles
Mrs Wall
Miss Manga

Paediatric First Aid

Mrs Law	Miss Gregory
Mrs Street	Miss Austen
Miss Steeles	Miss Thompson
Mrs Renshaw	Mrs Thompson
Miss Musgrave	Miss Murphy
Mrs Gill	Mrs Fitzpatrick
Mrs Campbell	Mr Thirsk
Miss Crolla	Miss Fagan
Mr Nield	Miss O'Connor

Although these people can be requested for advice and support during the school day, it is asked that discretion is used as to the frequency and timing of any interruptions to their normal school duties.

All school staff are responsible for

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Complete accidents forms for all incidents they attend to where a first aider/appointed person is not called.
- Informing the Head Teacher or line manager of any specific health conditions or first aid needs.

Equipment

School Visits Portable First Aid kits are available to be taken on all school visits and are available from the school office. A qualified First Aider is required to go on any school visit and a Paediatric First Aider will accompany children under 8 years old. A qualified First Aider plus another member of staff will administer medicines and inhalers, if required, during a school visit. Each First Aider must make sure the boxes are replenished as soon as possible after use. The School Business Manager, will authorise the ordering of supplies.

A first aid box is kept in the school office, KS1, KS2 and Foundation Stage. It contains only approved equipment, together with guidance on the treatment of injured people. It also contains gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection.

What to do in the event of an accident or injury

If the injured person is able to move or be moved the closest member of staff will assess the situation. If it is for example a cut or graze which can be dealt with in the playground this can be dealt with by any member of staff and an accident form completed and sent home with the child at the end of the day.

Lunchtime staff are to be provided with a pouch containing wipes, plasters and accident forms and must have access to a walkie talkie whilst on duty (this also applies to other breaktimes).

If the injured person is able to move or be moved the closest member of staff will assess the situation and if unsure or necessary direct the injured person to a First Aider accompanied by another sensible child if required.

If the injured person is unable to move or be moved send a third party to get a First Aider.

The First Aider will assess the injury and where possible treat the injury.

In the case of a head or serious injury the parent must be phoned immediately by the appropriate First Aider who has dealt with the injury and the parent given the full details.

The First Aider must always complete the First Aid Book following an injury they have provided care for.

Levels of action include:

- Treatment on school premises for minor ailments / accidents – Minor Accident Book
- Treatment on school premises with a letter sent home informing parents of the nature of the incident / accident – Minor Accident Book
- In case of potentially serious head injuries, parents will be contacted and invited to take their child to be checked by a doctor
- Parents contacted immediately – Accident Book – Local Authority informed if sufficiently serious
- If parents are unavailable and the injury is considered to be sufficiently serious then removal to hospital – Accident Book – Local Authority informed
- If a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent informed

In each case every attempt should be made to:

- Check the injury to the best of our ability
- Inform the relevant people in the case of more serious incidents. This includes:
 - The Head Teacher
 - The parents

- The Local Authority
- Keep accurate records of the injury, events leading up to the injury and actions subsequently
- Err on the side of caution
- Consider the needs of the child as central to all actions

Calling the emergency services

In the case of major accidents, it is the decision of the Head Teacher / Assistant Head 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

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents 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 clearly located in the school office.

Mental Health First Aid

Miss Steeles has undergone training as a mental health first aider and is available to staff to discuss any issues arising in relation to their well-being.

DEFIBRILLATOR

Responsibilities

The people listed below have been trained in the use of a defibrillator (September 2022):

Mrs Law	Miss Steeles	Miss Murphy
Mrs Street	Miss Austen	Mrs Gill
Mr Thirsk	Miss Crolla	Mrs Fitzpatrick
Mrs Renshaw	Miss Gregory	Mrs Wall
Miss Cooper	Mrs Campbell	Miss Manga
Miss Thompson		

Mr Callum Reed (Sports Coach) also attended Defibrillator training.

In the case of an emergency the defibrillator is readily available for anyone to use as when switched on it gives specific instructions on what to do.

Equipment

The defibrillator is kept on a shelf above the printer in the main office and is checked weekly for charge which is indicated with a green tick in the top right-hand corner of the unit.

The Defibrillator is registered with **the National Defibrillator Network** - <https://www.thecircuit.uk/> and an online form updated by SBM on a termly basis to update when school is open and the defibrillator accessible.

Procedures

In case of concern about the health of an individual the following precautions should be followed:

1. A First Aider to be called **immediately** to the scene
2. If the casualty is not breathing normally someone to call for an ambulance and bring a defibrillator to the First Aider **immediately**
3. The First Aider to continue as trained in CPR and the use of the defibrillator

MEDICATION

Our school will take reasonable steps to store medicines and make them reasonably available to children. There are, however, no legal or contractual requirements for staff to administer medicine. If children cannot manage, parents should be offered the facility of coming in to school. If this is not possible, first aid staff may volunteer to help. Any member of staff volunteering should have the necessary training made available. Where, regular, demanding needs are required to be met, special arrangements may be made via the physical disability service.

The following points should be noted where children are administering their own medicine:

- There should be written instructions on the medicine container from parents or other competent authority to indicate when the medicine is to be taken and how much constitutes a normal dose
- Medicines should be kept in the locked medicine cabinet. The only exception is where children need the medication with them as with inhalers
- Periodic checks should be made to ensure that no medicines have been left in the cabinet beyond the period of administration. Whenever possible no medication should be discarded in school but rather sent home in the same way they were originally brought to school
- All medicines should be clearly labelled with the child’s name on both the outer and inner containers where appropriate
- Children should not remove their medicines from the offices when doses are being taken
- Two members of staff should observe a child taking their medicines and sign to record that this has taken place

Where a first aider has volunteered to administer medicine:

- Signed consent should be obtained from parents
- All medication given should be documented
- Two members of staff should sign to say they have given the dose

NEAR MISSES REPORTING

Near misses should be reported to the Head Teacher or School Business Manager in her absence. Any near misses are then recorded in the near miss register. This is checked on a termly basis and any particular issues identified and acted upon.

Approved at F&R October 2024

Signed:
(Chair of Governors)

Date:

To be reviewed October 2025