



St Edward's Catholic First School
Parsonage Lane, Windsor SL4 5EN
Head Teacher : Mrs Sarah Matthews
Telephone : 01753 860607
Fax : 01753 869107
office@secfs.org.uk
www.stedwardsatholicfirstschool.co.uk

First Aid Policy

Rationale

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.

The school has separate policies for the administration of medicines and the Reporting of Incidents and Accidents.

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 will be 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 and shown where first aid supplies are stored.

This policy is annually reviewed and updated. This policy is written with reference to the RBWM First Aid Procedure.

First Aid Policy Guidelines

First Aid in School

At St Edward's School, we ensure that there is at least one emergency first-aid trained and one paediatric first-aid trained member of staff in school at all times. We aim to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

4 members of staff are emergency first aid trained, and all Teachers have completed a 6 hour first aid at work course.

In Foundation Stage there is a member of staff with Paediatric first-aid training.

For each break time the school has nominated first aiders.

When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits. For Foundation Stage visits, we ensure that a paediatric first aider accompanies the group.

During after school clubs, there is a first-aider onsite at all times.

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.
- To monitor all First Aid supplies and reorder and replenish when necessary.

Appointed Persons

Mrs Bosquet is the named, qualified first aider in school with ultimate responsibility remaining with the headteacher when someone is injured or becomes ill and will call the emergency services if required. In the absence of the headteacher the senior teachers will carry out this role.

First Aid Facilities

The school has a designated medical room.

Every classroom has a first aid box containing sufficient first-aid materials to administer first aid as recommended by the HSE.

Each box contains a duplicate book. Any minor injury will be recorded in this book with a date, brief description of the injury and how it happened and the treatment administered. The child will be given the top copy to take home, the bottom copy will remain in the book for school records.

When a child has a serious injury or injury to the head, the staff member should inform the headteacher or senior teacher who will decide whether parents should be contacted immediately.

All serious injuries should be reported to the headteacher or senior teacher and will be recorded in the school accident book which is kept in the in the school office. A copy of this record will be given to the parents when they collect their child.

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. The reporting person will need to state;

1. What has happened.
2. The child's name
3. The age of the child/date of birth
4. Whether the casualty is breathing and/or unconscious or lost consciousness at all
5. The location of the school

The school has two travelling first-aid containers used for off-site visits. These are kept in the staff room and contain supplies recommended by the HSE.

Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first aid container.

In the event of the emergency services being called, a member of staff should wait with the casualty and remain present during any assessment or treatment by the emergency services.

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.

If a parent or relative is not able to attend quickly enough and the casualty needs taking to hospital a member of staff will accompany them and remain with them until their next of kin arrives.

All contact numbers for children and staff are located in the school office.

Reviewed:	Head Teacher	April 2020
Approved:	Curriculum Committee	April 2020
Review frequency	Annually	
Signed by Chair of Governors		
Signed by Head Teacher		