



Queen's Park C.E./U.R.C.
Primary School

Having faith in God, ourselves and each other as we strive to reach our potential

QUEEN'S PARK C.E. / U.R.C PRIMARY SCHOOL



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FIRST AID POLICY 2019

Together we believe, achieve and enjoy.



'First aid can save lives and prevent minor injuries becoming major ones.....teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.'

DFEE Guidance on First Aid for schools p. 4 2008

DEFINITION

First Aid is the immediate treatment or care of a person who is injured or taken ill at school before an ambulance is called for serious cases. First aid treatment prevents minor injuries becoming major injuries.

PURPOSE

To ensure that children, staff and visitors to the school receive appropriate first aid care in the event of an accident or emergency.

To ensure that clear procedures are in place for the safe storage of first aid equipment, administration of first aid to casualties and recording of incidents in accordance with health and safety guidelines.

PROVISION OF FIRST AID PERSONNEL

Appointed persons: An appointed person is someone who takes charge when someone becomes ill, suffers a minor injury, looks after first aid equipment e.g. restocking after use, or who ensures that an ambulance is called when appropriate.

Members of staff should not give first aid treatment for which they have not been trained.

A named midday supervisor, some teachers and all LA's are trained in first aid.



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During the school day, many children suffer minor bumps and scrapes in the course of their play in the playground or through other activities. It is normal practice for these to be dealt with by an appointed person in the 'first aid area' at morning play and lunch time; and by the teacher or learning assistant during lesson time if they are First Aid trained or by sending for one of the First Aid trained members of staff.

School First Aiders:

All learning assistants and learning support assistants gained their qualifications in emergency first aid at work in September 2018. Russell Curran and Lynne Ellis also hold an emergency first aid at work qualification.

The following staff also have a qualification in Paediatric First Aid at work:

- Elaine Gauld - works in Y3/4
- Sarah Baskett - works in Y5/6
- Kath Paton - works in EYFS
- Wendy Parkinson - works in Y1/2

We also have eight members of staff who are trained to use the school defibrillator. (Sarah Baskett, Kath Paton, Becki Wilmott, Mandy Hughes, Linzi Ashton, Elaine Gauld, Anne Marie Fishwick and Lynne Ellis)

ACCIDENTS and REPORTING

To be ensure school meets new GDPR regulations, the procedures for accidents and reporting were changed in June 2018. Any time a child receives first aid, a log is completed on our secure electronic safeguarding system CPOMs. The log should be completed by the adult administering the First Aid. Any incidents which require escalating (due to severity of incident or injury as a result of a potential health and risk in school) should be brought to the attention of Mrs J Campbell (Business Manager) who will

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complete St Helen's authority health and safety log online. In addition to this, a first aid slip should be completed and sent home with the child to inform parents that their child had been seen by a first aider during the school day.

Bumps to the head - parents will be notified if the school has any major concerns, the parent/carer will be invited into school to judge whether their child is able to stay in school or taken for further treatment.

Other, bumps, grazes etc. will be judged by the evidence seen at the time e.g. visible on the person, behaviour of the person etc. If staff feel that parents/carers need to be made aware of an incident before the end of the day, a phone call will be made from the school office.

Any accident leading to immobility will need paramedics to attend and the person should not be moved.

MEDICAL REGISTER

All medical registers are stored electronically on the school's network in the SEN file and should be amended as needed. Information on children with significant or specific medical conditions is displayed along with their photograph on the staffroom noticeboard. No information about a child will be displayed in a public area without parental permission.

CARE PLANS

All children who are in receipt of a care plan have their photos and plans displayed in their classrooms and in the staff room. These care plans are reviewed in accordance with the school nurses' recommendation.

EPIPENS

All staff receive annual training from the allergy and anaphylaxis team. (November 2018) and Asthma training in November 2018.

Allergy advice is published on the school's medical board.

All epipens are stored in the medical storage cupboard in the staffroom.

This policy will be reviewed every 3 years or sooner if required.

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Reviewed and updated in accordance with St Helens Local Authority guidance document - Health and Safety Procedures - First Aid Policy - March 2017

Reference points made specifically to the above policy:

"It is strongly recommended that two paediatric first aiders must be present at all times"

The school operates in excess of this guidance - please see the list above which outlines the first aiders.

"With effect from April 2017, all newly qualified entrants to the early years workforce who have completed a Level 2 or Level 3 qualification after 30.06.16, must have either a full PFA or an emergency PFA certificate within three months of starting work, in order to be included in the requires staff:child ratios at Level 2 or Level 3 in an early years setting." This new guidance will now be implemented and be adhered to as part of the school's induction policy.

It is recommended by St Helens Local Authority (March 2017 - Health and Safety procedures) that 1 first aider for every 150 pupils is normally held to be a reasonable ratio. The school works operates well within these preferred ratios with all learning assistants trained in First Aid.