

**Bury Catholic  
Preparatory  
School**

**First Aid Policy**



Created by: Headteacher  
Ratified by: Governors  
Updated: July 2020  
To be reviewed: July 2021

# **First Aid Policy**

## **Mission Statement**

*BCPS is a happy and caring school community.  
We follow Jesus' example to respect, value and nurture every unique individual  
to develop their God given talents and potential.  
We are a school where faith and future flourish*

## **Introduction**

This policy applies to the whole school, including the EYFS

Health and Safety legislation places duties upon schools to protect the health and safety of their staff, students and visitors to the premises. This includes arrangements for first aid to be administered in a timely and competent way and for the policy to be implemented effectively. It covers:

- Qualified first aiders/appointed personnel
- Locations of first aid containers
- Arrangements for off-site activities and trips
- Arrangements for before/after school clubs/parents evenings and events

Parents should be made aware of the school's arrangements for first aid. Policies are available on request from the school office, or on the school website.

The policy for first aid should be reviewed at least annually and particularly after any changes to legislation to ensure that provision is adequate. H&S representatives will regularly review that the school's first aid needs to ensure provision is adequate. This policy has been written with regard to the DFEE document - Guidance on First Aid for Schools (2000 and updates Feb 2014) – on which this policy has been based

## **Providing Information**

All staff must be informed of the first aid arrangements and this information is included in the staff handbook /induction information. This contains the following information.

- Location of relevant equipment.
- First aiders/appointed personnel.
- Procedure for monitoring and reviewing the school's first aid requirements.

## **Risk Assessment**

Considerations for first aid provision are:

- Size and location of the school and whether or not it is one more than one level.
- Any particular features of the location of the school.
- Any specific hazards/risks on the site.
- Any person with special health needs/disabilities.
- The number of first aid personnel required.

## **First Aiders**

At Bury Catholic Preparatory School, all first aiders have successfully completed a training course approved by the Health and Safety Executive (HSE) that includes resuscitation procedures for children (paediatric first aid). Training is renewed every three years. The main duties of a first aider are:

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

There are no legal requirements on the exact number of first aid personnel required in a school. However, the Health and Safety Commission has issued guidelines based on numbers. There will always be at least one first aider who is present on site at all times, as well as a first aider who will accompany children on trips.

## **Qualified First Aiders**

There are no legal requirements on the exact number of first aid personnel required in schools. At BCPS, several members of staff are qualified first aiders to take into account lunch times, holiday cover and in case of staff absence. There is always a first aider on the premises at all times, or accompanying children on trips. These are:

- **Rebecca Prince (Year 3 Teacher)**
- Paediatric First Aid
  
- **Rachel Lester (Reception teacher)**
- Paediatric First Aid

- **Val Brown (Out of Hours)**
- Paediatric First Aid
  
- **Helen Farrow (Year 6 Teacher)**
- Paediatric First Aid
  
- **Terez Taylor (Secretary)**
- Paediatric First Aid/Designated First Aider
  
- **Anne Horford (Nursery Teacher)**
- Paediatric First Aid/Designated First Aider
  
- **James Wallace (Year 4 Teacher)**
- Paediatric First Aid
  
- **Olabisi Lawal (Teaching Assistant)**
- First Aid at Work
  
- **Sarah Redfern (Lunchtime Supervisor/LSA)**
- Paediatric First Aid
  
- **Diane Beaumont (Lunchtime Supervisor)**
- Paediatric First Aid
  
- **Leanne Smith (Teaching Assistant)**
- First Aid at work
  
- **Sharon Kelly (Catering Supervisor/Domestic)**
- Paediatric First Aid

A list of first aiders is displayed

- In the school office
- By the front entrance
- On the fire exit door of the hall
- At the top of the stairs
- In the medical room
- In all classrooms (including the music room)
- In the staff room
- On the fire exit door in to the car park
- In the kitchen
- Y2 cloakroom

### **Access to first aid kits**

The first aid boxes must be accessible at all times, and are situated in the following places: the library, the school office, upstairs landing between the Year 3 and 4/5 classrooms, the cloakroom between the Year 2/French classrooms, Reception classroom and the hall. There are 2 sports injury kits. Plaster boxes are in the junior cloakroom and the nursery cloakroom next to the medication box.

**A travel first aid box**, stored in the filing cabinet in the office, is available for staff to take on school outings, sports matches and lessons etc. The contents should be checked and restocked regularly.

### **Practical arrangements at the point of need**

Pupils who injure themselves on the premises must inform a member of staff. All first aid treatment will be recorded in the accident book, records will be kept in the school office, and the original slip sent home.

#### Very Minor Injuries

Very minor injuries e.g. those which require no intervention or a simple wash down with water. This type of injury can be dealt with immediately as it occurs by the member of staff supervising the children at the time.

#### Minor Injuries

For the purposes of this policy minor injuries are defined as those which require the attention of a First Aid trained person. This may be to check that no underlying more serious injury has occurred e.g. bumped head, graze or any other "bloody injury". The first aider will then deal with the injury and inform the class teacher/head teacher as per school procedures. This may include; cleaning the injury; calming the child down; checking for any serious injury etc. **Latex gloves** are provided for all injuries involving bleeding. Injuries should be treated with running cold water only, dressings should be applied where there is bleeding. Open wounds should be washed with cold water using

dressing pads/sterile cleansers and all dressings and pads should be wrapped in a plastic bag and placed in the outdoor bin. Latex gloves should be worn at all times when treating open wounds. When necessary or desirable, a courtesy telephone call deemed will be made to inform parent/s that a minor injury has occurred. The relevant member of staff will make the call using the contact details held on file.

### Major Injuries

Major injuries are those defined as bodily that require the intervention of a medically qualified person.

1. The supervising staff should immediately summon additional qualified First Aid Support and inform the school office that an injury requiring immediate hospital attendance has occurred. Qualified First Aider/s should then administer appropriate treatment to the casualty and remain with them until medical assistance arrives. If there is imminent risk to life, the emergency services should be contacted immediately.
2. As soon as an additional staff member is available any children in the immediate vicinity should be removed to another part of the school.
3. If there is only one member of staff (e.g. in a classroom during lesson time) a responsible child should be sent to the school office or Head/SLT to summon assistance.
4. A member of the administration staff/first aider should immediately dial 999 and request an ambulance- see below
5. A member of the administration staff/first aider should then immediately inform the Head/SLT that a serious accident / incident has occurred. Administration staff will then be responsible for obtaining the casualty's medical forms from the front office files. This will then be given to the Head/SLT.
6. The Head/SLT will use the contact details of the casualty to inform relatives that an accident / incident requiring immediate hospitalisation has occurred.
7. When the ambulance arrives the Head/SLT will co-operate with the ambulance staff and provide any details required including those on the medical form e.g. allergies/medical conditions/regular medication (if consent has been given).
8. The Head/SLT will travel to hospital in the ambulance and stay with the casualty until those contacted arrive.
9. A member of the administrative staff will act as liaison between the Head/SLT/Hospital and contacts after the casualty has left the school premises until liaison is no longer required.
10. The Head/SLT is responsible for ensuring a RIDDOR statement and associated procedures are completed if required.

### Staff/Visitors

Members of staff who are injured on the premises must seek appropriate treatment and inform the head teacher or First aid coordinator. An accident investigation form must be completed.

**The administration of medication** has a separate policy. This should be adhered to at all times.

### Arrangements for pupils with particular conditions (asthma, epilepsy, diabetes)

If a child has a particular medical condition, (for example, asthma, epilepsy, diabetes) then a personal health care plan will be drawn up- see 'Meeting Medical Conditions' policy.

### Hygiene procedure for dealing with spillage of body fluids

Avoid direct contact with body fluids, as they all have the potential to spread germs. Germs in vomit and faeces may become airborne, so it is very important to clean up body fluids quickly.

1. Put on gloves and a disposable apron. Disposable latex or vinyl gloves are the best choice. However, reusable rubber gloves are acceptable as long as they are cleaned and sanitised after each use.
2. Sprinkle 'Sani-dry Absorbent Granules' liberally on all visible material. Allow approximately 90 seconds for the powder to absorb all visible material. Be careful not to agitate the material, so that germ particles do not become airborne.
3. Remove all visible material from the most soiled areas, using paper towel or single use disposable red cloths.
4. Put all used paper towel and cloths into a plastic bag and take directly to outside bin.
5. The remaining visible material should then be vacuumed using a designated vacuum cleaner. The vacuum cleaner bag MUST be changed after use.
6. Wash the non-disposable cleaning equipment (mops, buckets) thoroughly with soap and water, then rinse with a sanitising solution.
7. Discard gloves, disposable apron into yellow bag for incineration.
8. Wash your hands thoroughly using soap and water.
9. Inform the caretaker or cleaner that a thorough clean/steam of area is needed

## Record Keeping

**Details of all injuries** should be entered in the accident books located in the Nursery and junior cloakrooms. An accident form is completed and given to the school secretary who sends a copy to the child's parents and retains a copy for the school records. Accidents and any first aid administered, are reported to the class teacher. All major injuries are monitored by the SLT, and the information passed to the governors. An Accident Investigation form is completed for serious injuries and for any injuries where a child leaves school for medical attention. Parents should be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given.

- All bumped heads must be reported to the class teacher. Children who have bumped heads must be supervised and it is advisable that parents are informed verbally as well as by an accident form. It may be necessary to telephone a parent if only to inform and reassure them that the child will be monitored but also to give them an opportunity to come and check on their child. Parents may decide to have the child checked by a doctor. Even if the child is well but is going into the Out of Hours provision the Manager needs to be informed so that the child can continue to be monitored and the parents informed upon collection. If a child's condition worsens during school time, parents must be contacted and, if necessary, the child removed to hospital.
- A whole school list of medical needs which lists medical conditions and allergies of all the children in school, including their medication is given to all staff (this is highlighted on their class list). Children with severe allergy conditions are made known to all staff at the beginning of the academic year. Staff are also informed as and when a child with a medical condition joins the school roll. Children with a serious medical condition will be subject to a Healthcare Plan drawn up in collaboration with family and health care professionals. Photographs of children with allergies or other serious medical conditions are displayed in the staffroom and class teachers are informed as part of the information given to them on their class lists. First aiders are also made aware of these children and medicines e.g. EpiPen's are located in the first aid room (EYFS + KS1 Chn) or the first aid cabinet in the Office (KS2). The school nurse/first aid co-ordinator periodically demonstrates to all staff how to administer an EpiPen.
- All accidents are monitored by the Headteacher (as part of ongoing health and safety matters).
- If a parent needs to be contacted in case of an emergency then a list of contact numbers is kept in the school office. A contact will then be made either by the head teacher or a member of the office staff who will explain the nature of the emergency. Courtesy calls may be given to parents for other less severe injuries. More serious bumps to the head will have a courtesy call made home. Emergency contact details will be taken on all trips.
- If required, the head (or deputy) will make a **RIDDOR** statement to the Health and Safety Executive.

Accidents to staff/parents must also be recorded in the staff accident book located in the head's office.

## Other considerations

- First aid kits must also be taken on all sporting activities that take place off site such as:
  - Sports Day
  - Football/ netball matches/tournaments.
- A dedicated First Aid kit will be kept in the medical room for this.
- During any school sporting activity within the school grounds a first aid box should also be available.
- Staff will need to ensure that any children with particular medical needs have their individual health care plan (if applicable), and/or the appropriate medication i.e. inhaler.

## First Aid policy on school trips

A designated member of staff must take the suitably equipped first aid bag, an accident book and a mobile phone to summon aid if required on all school trips/outings. A minimum of one qualified First Aider will go on all school trips, and there will be a minimum of one left on site. The main first aid box will remain on site.

## Contacting the Emergency Service

All staff must know how to call **the emergency services**- dial 999 and ask for an ambulance. If there is any doubt that an ambulance is required, call one straight away. **a casualty with suspected fractures or back or neck injuries must not be moved unless ambulance personnel are present**

**Dial 999, ask for ambulance/police/fire service and be ready with the following information:**

1. YOUR TELEPHONE NUMBER  
**0161 797 5804**
2. GIVE YOUR LOCATION AS FOLLOWS:  
**BURY CATHOLIC PREPARATORY SCHOOL  
ARDEN HOUSE  
172 MANCHESTER ROAD  
BURY**

**TELL THEM WE ARE OPPOSITE HOLY CROSS 6<sup>TH</sup> FORM COLLEGE, WHICH IS A HUGE RED BRICK BUILDING.**

3. STATE THAT THE POSTCODE IS:  
**BL9 9BH**
4. GIVE EXACT LOCATION IN THE SCHOOL/SETTING
5. GIVE YOUR NAME
6. GIVE NAME OF CHILD/ADULT AND A BRIEF DESCRIPTION OF THEIR SYMPTOMS (IF AMBULANCE)
7. INFORM THE SERVICE OF THE BEST ENTRANCE AND STATE THAT THE CREW WILL BE MET.
8. INFORM THE SCHOOL OFFICE/HEADTEACHER

**Defibrillator**

BCPS now houses a defibrillator in the accessible toilet in the school hall. Some staff have been trained in its use, but it does have automated instructions.

- **Sarah Redfern (TA/Lunchtime Supervisor)**
- Defibrillator Trained
- **Diane Beaumont (Lunchtime Supervisor)**
- Defibrillator Trained

**Current First Aiders**

\*One to be on the premises at all times\*

\*One to go on all trips/visits out of school\*

**Paediatric First Aid**

Current Holder	Valid Until
Rebecca Prince Paediatric First Aid	January 2019
Val Brown Paediatric First Aid	September 2020
Anne Horford Paediatric First Aid	November 2022
Rachel Lester Paediatric First Aid	November 2022
Rebecca Prince Paediatric First Aid	November 2022
James Wallace Paediatric First Aid	November 2022
Sharon Kelly First Aid At Work	October 2020
Helen Farrow Paediatric First Aid	November 2022
Terez Taylor Paediatric First Aid	November 2022
Leanne Smith First Aid At Work	October 2020
Olabisi Lawal First Aid At Work	May 2022
Sarah Redfern Paediatric First Aid	June 2022
Diane Beaumont Paediatric First Aid	June 2022

EYFS Trips	On premises
Anne Horford	Helen Farrow
Rachel Lester	Helen Lent
Leanne Smith	Rebecca Prince
Olabisi Lawal	James Wallace
	Terez Taylor
	Diane Beaumont
	Sharon Kelly

Infant Trips	On premises
Rebecca Prince	Anne Horford
Sarah Redfern	Rachel Lester
Olabisi Lawal	Rebecca Prince
	Terez Taylor
	James Wallace
	Helen Farrow
	Val Brown
	Diane Beaumont
	Leanne Smith
	Sharon Kelly

Junior Trips	On premises
James Wallace	Anne Horford
Leanne Smith	Rachel Lester
Helen Farrow	Rebecca Prince
Olabisi Lawal	Terez Taylor
Sarah Redfern	Val Brown
	Diane Beaumont
	Sharon Kelly