

ST THOMAS CATHOLIC ACADEMIES TRUST

First Aid Policy

St Martin de Porres Catholic Primary School

The designated person in charge of First Aid is Cheryl Harris

September 2020

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill' (The Joint First Aid Manual 8th Edition).

Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to all the schools within STCAT through the provision of first aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981.

Aims

We know that first aid saves life and ensures that minor injuries and illnesses do not escalate into major ones. Therefore the aims of this policy are to ensure that;

- adequate first aid provision and medical care will be provided for pupils, school personnel and visitors
- there are qualified first aid personnel available who are aware of hygiene and infection control procedures
- first aid equipment is available, appropriate, regularly maintained and easily accessed throughout the school
- all accidents are reported and recorded within the guidelines of this policy
- first aid arrangements are regularly reviewed
- Incidents are reported to parents where necessary but always when concerning a bang to the head

Roles and Responsibilities

The Local Academy Committee of each school delegates powers and responsibilities to the Head Teacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). They will appoint a link governor (Health and safety) to report back to the LAC on the effective implementation of the policy.

The Head Teacher ensures that the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and that a nominated person is appointed to take charge of first aid arrangements.

The Deputy Head will ensure that school personnel are aware of any specific health needs and or disabilities and that first aid provision is determined:

- at lunchtimes and breaks
- when school personnel are absent
- for off-site activities and trips
- for all curriculum activities, including PE
- for all after school clubs and activities

The Designated Person in charge of First Aid ensures that:

- all first aid training is valid and updated register is displayed around school
- first aid equipment is fully stocked in all first aid boxes and out of date materials are replaced
- all accidents and injuries are recorded appropriately and accident books are monitored regularly
- all RIDDOR reportable accidents have been reported

Qualifications and Training

All nominated first aiders will be trained and issued a valid certificate of competence issued from an organisation whose training and qualifications are approved by the HSE. First Aiders in school

will hold a combination of 'First Aid at Work' and 'Paediatric First Aid' certificates where this applies in a primary setting.

First Aid Materials, Equipment and Facilities

First Aid Kits

- All First Aid Kits in the school will conform to the Health and Safety Executives (HSE) minimum provision and must not be removed from their locations.
- These will be located around the school and marked on the school map, all members of staff will be made aware upon induction of their location.

Defibrillator

- All schools have access to a defibrillator - see Appendix 1 for individual school procedures.
- The school has a rolling programme of training so that staff are trained in the use of the defibrillator. An up to date list of trained users is displayed around school.

Anaphylaxis

Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum. Anaphylaxis may occur within minutes of exposure to the allergen, although sometimes it can take hours. It can be life-threatening if not treated quickly with adrenaline. Any allergic reaction, including anaphylaxis, occurs because the body's immune system reacts inappropriately in response to the presence of a substance that it perceives as a threat.

Anaphylaxis can be accompanied by shock (known as anaphylactic shock): this is the most extreme form of an allergic reaction.

Common triggers of anaphylaxis include:

- Peanuts and tree nuts – peanut allergy and tree nut allergy frequently cause severe reactions and for that reason have received widespread publicity
- Other foods (e.g. dairy products, egg, fish, shellfish and soya)
- Insect stings (bees, wasps, hornets)
- Latex (gloves and PPE)
- Drugs (illegal and prescription)

Anaphylaxis has a whole range of symptoms. Any of the following may be present, although most people with anaphylaxis would not necessarily experience all of these:

- Generalised flushing of the skin anywhere on the body
- Nettle rash (hives) anywhere on the body – see below
- Difficulty in swallowing or speaking
- Swelling of tongue/throat and mouth – see below
- Alterations in heart rate
- Severe asthma symptoms
- Abdominal pain, nausea and vomiting
- Sense of impending doom
- Sudden feeling of weakness (due to a drop in blood pressure)
- Collapse and unconsciousness



When symptoms are those of anaphylactic shock the position of the child is very important because anaphylactic shock involves a fall in blood pressure.

- If the patient is feeling faint or weak, looking pale, or beginning to go floppy, lay them down with their legs raised. They should not stand up
- If there are also signs of vomiting, lay them on their side to avoid choking (recovery position)
- If they are having difficulty breathing caused by asthma symptoms and/or by swelling of the airways, they are likely to feel more comfortable sitting up.

Action to take: (Ask other staff to assist, particularly with making phone calls, one person must take charge and ensure that the following is undertaken)

- Act FAST but CALMLY
- Use the child's/persons adrenaline device*, or the emergency one located in the Medical Cupboard
- Ring 999 immediately
- Alert a member SLT and locate the nearest first aider to come and assist.
- Ring the child's parent
- Ensure that the Site Team are aware that an ambulance is coming onto site

Staff will be trained every 3 years on how to use the adrenaline device. This will be delivered as part of first aid training.

Hygiene and Infection Control

All staff will;

- follow basic hygiene procedures
- be made aware as to how to take precautions to avoid infections
- have access to single use disposable gloves
- have access to hand washing facilities and anti-bacterial hand wash
- wear gloves at all times when dealing with blood or other bodily fluids, or when disposing of dressings or other potentially contaminated equipment

All sharps will be disposed of in an authorised and designated 'yellow sharps box' - see Appendix 1 for individual school procedures.

Recording Accidents and Injuries

All accidents and injuries to children and adults will be recorded on Medical Tracker and where necessary reported to the HSE.

The following types of accidents (occurring in-school) will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);

- accidents resulting in loss of life or major injury
- accidents that prevent the person from undertaking their normal work/activity for more than three days
- any accident that requires hospitalisation
- any accident that results in a referral to a medical professional

The record of any first aid treatment given by first-aiders and other appointed persons will include;

- the date, time and place of the incident
- the full name and class (pupil) of the injured or ill person
- details of the injury or illness and what first aid was given
- what happened to the pupil or adult immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the person or first aider dealing with the incident

Any serious accident, including all head injuries will be reported to parents using letter found in Appendix 2.

These accidents will be reported termly to the LAC – see Appendix 3.

Calling An Ambulance

- Any member of staff has the permission/responsibility to call an ambulance
- Parents/carers will be contacted immediately to inform them. If no parent/carer is available and the pupil requires urgent hospitalisation a member of staff will accompany the child in the ambulance.

Appendix 1

St Martin de Porres Catholic Primary School

The Designated Persons in charge of First Aid are Cheryl Harris

First Aid Kits

- Wall mounted First Aid kits are located around the school and marked on the school map.
- All First Aiders are issued with a mobile First Aid kit which allows them to deal with minor bumps and bruises.
- During break and lunch times First Aiders are easily identified by wearing a Orange high visibility jacket.
- A qualified First Aider attends every trip. Specific First Aid kits for trips are kept in the school office and will be signed out by the trip leader.

Emergency Asthma Kit

These are located as follows:

Kit number	Location	Expiry date
	PPA Room	

Defibrillator

The school's defibrillator is located in the PPA Room

Disposal of Sharps

The yellow sharps disposal box is kept PPA Room

Appendix 2



Diocese of Northampton
St Martin de Porres Catholic Primary
School

Pastures Way Luton Bedfordshire LU4 0PF
Telephone: 01582 617600
Head Teacher: Mrs N J Morgan BA Hon PGCE
Website: www.stmartindepordesluton.co.uk
Registered Company Number: 9660515

Date:

Dear Parent/Carer

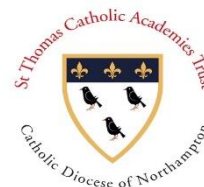
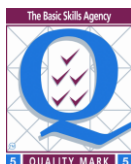
Today suffered a bump on the head. Your child has been looked after and their injuries checked and monitored by a trained First Aider.

Your child did not need hospital treatment, however please be vigilant and if your child suffers later from any of the symptoms below please seek medical advice.

- Excessive tiredness
- Vomiting
- Headache

Yours faithfully

Mrs N Morgan
Headteacher



**Appendix 3
St Martin de Porres Catholic Primary School
Termly Accident Reporting Form**

Date	Who Child/Staff/Visitor	Where accident occured	Type of injury	Cause of injury: Behaviour Human error Physical restraint Accident – trip/slip	First Aider	Response: First Aid Sent home Ambulance	RIDDOR reported

Total number of accidents:
Any commonalities identified:

Action taken: