

Our Lady and Saint Michael's RC Primary School

First Aid Policy

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Associated documents
• MCC Health, Safety and Welfare Guidelines, Arrangement Guidelines (Education Department,) First Aid in Schools June 1999 • The Health and Safety (First Aid) Regulations 1981 HSE:2013

- First Aid at Work, Your Questions Answered HSE:2014
- Automated External Defibrillator, A guide for Schools DFE:2016
- www.gov.wales/coronavirus

1. Introduction

1.1 In accordance with the Health and Safety (First Aid) Regulations 1981, Our Lady and Saint Michael's RC Primary School (OLSM) ensures that the provision of 'adequate and appropriate' first aid equipment, facilities and trained staff so that the school community can be given immediate help if a person is injured or taken ill at work.

1.2 Through implementation of effective procedures for the administration of first aid, we aim to safeguard, as far as reasonably practicable, the health, safety and welfare of our school community.

1.3 The purpose of this policy is to demonstrate a clear understanding of the duties imposed by the Health and Safety (First Aid) Regulations 1981 and MCC Health, Safety and Welfare Guidelines, First Aid in Schools June 1999 which subsequently informs the effective provision of first aid within the school.

2. Objectives

2.1 To ensure the appropriate provision of first aid to the school community throughout the school day.

2.2 To ensure the monitoring, evaluation and review of the school's first aid provision.

2.3 To establish systems that ensure

- A rolling programme of first aid training
- The accurate maintenance of training records
- The currency of training certification.

3. The Coronavirus (Covid-19)

In line with Welsh Government Guidance, the school has undertaken a risk assessment which should be read and adhered to in conjunction with this Policy and may be accessed on our School website. The assessment directly addresses risks associated with coronavirus (Covid-19) so that sensible measures can be put in place to control those risks for pupils and staff.

4. The First Aid Needs' Assessment

4.1 The school ensures an assessment of first aid needs appropriate to its circumstances ie numbers of staff and pupils, proximity of emergency facilities, degree of risk, layout of school.

4.2 Periodic reviews will be undertaken where there are substantial changes to the organisation of the school or in the light of new legislation and guidance.

5. The Provision of First Aid Training

5.1 The school will ensure that appropriate first aid training is carried out by a competent provider to FAW (First Aid at Work) and EFAW (Emergency First Aid at Work) levels. All staff listed as first aiders will have undertaken appropriate training and have been awarded a certificate of competence following an assessment that complies with Health and Safety (First Aid) Regulations 1981. The school will ensure initial training and a rolling programme of training to incorporate refresher training every three years. Furthermore, the school will ensure any additional training as appropriate to the circumstances of the context.

5.2 The school will also ensure that selected staff receive training in a number of common conditions that can affect pupils, namely

- Diabetes
- Asthma
- Epilepsy
- Anaphylactic Shock
- Fractures and dislocations.

5.3 When selecting staff to become first aiders, the school will take the following criteria into account:

- Preference will be given to those involved in aspects of school which carry a higher degree of risk eg forest schools, outdoor learning, science, PE and technology.
- Care will be given to select employees that are readily available during operational hours.
- Care will be given to ensure employees are physically capable of carrying out first aid.

5.4 The school follows MCC Health, Safety and Welfare Guidance, First Aid in Schools June 1999 which recommends that school should have a minimum of one first aider plus one appointed person for every 300 people. Sufficient deputies should be nominated and available to cover absence.

5.5 An appointed person is someone who can take charge of a situation in the absence of the first aider and summon medical assistance. Appointed persons are not first aiders, however they will have received basic training in emergency first aid that covers

- Resuscitation
- Control of bleeding
- Treatment of the unconscious casualty
- Communications, contents of the first aid box and treatment of the effects of particular hazards.

6. The School's First Aid Facility

6.1 The PPA/First aid room/disabled toilet, will contain essential first aid equipment, be easily accessible and clearly signposted. The school's designated person for the day-to-day operation of the PPA/First aid room/disabled toilet is Mrs Ali Ward.

6.2 The school will ensure that the areas used for first aid-

- Is large enough to hold a chair.
- Will have washable surfaces and adequate heating, ventilation and lighting;

- Will be kept clean, tidy, accessible and available for use during school hours;
- Is positioned as near as possible to a point of access for transport to the hospital;
- Displays a notice on the door directing staff/pupils to the Office for medical attention. The School Administrator will hold the names of first aiders who may be called if first aid attention is required.

6.3 The school will ensure that the areas for first aid provides:

- A sink with hot and cold water – only include if relevant;
- Drinking water and disposable cups;
- Soap and paper towels;
- A store for first aid materials;
- Foot operated refuse containers, lined with the required waste bags or a container suitable for the safe disposal of clinical waste;
- A chair;
- A telephone or other communication equipment such as walkie-talkie;
- *A record book for recording incidents attended by a first aider.*

7. Management of the School's First Aid Provision

7.1 The school's designated person for the overall management of the first aid provision is Miss Mary McCarthy who will ensure that:

- An assessment of the school's first aid needs appropriate to its circumstances is carried out;
- The school complies with the Health and Safety (First Aid) Regulations 1981 and LA guidelines, by be given immediate help if they are injured or taken ill at work;
- Risk assessments are undertaken as appropriate.

7.2 The School's designated person for the day-to-day operation of first aid arrangements is Mrs Ali Ward who will ensure that:

- First aid arrangements operate efficiently in an emergency and everyone in the school is aware of them, and staff are kept informed;
- First aid points are identified, and first aid kits are adequately stocked and replenished;
- Appropriate PPE is available for the administration of first aid, as required;
- A travel first aid kit is available for off-site activity;
- Staff and pupils are aware of the location of the first aid areas and how to contact a FAW;
- The first aid areas are maintained;
- Accurate records of treatment are kept and accident forms completed, where necessary;
- Adequate arrangements are in place to contact emergency services;
- Parents are contacted when pupils present with illness that prevents them from remaining in school eg. vomiting; if a pupil has an accident at school that the parents needs to be aware of; when further medical attention may be required;
- Parents, of any pupil who presents to the first aid area having sustained a force to the head, are contacted and arrangements made for the pupil to be collected;

- Personal Emergency Evacuation Plans and arrangements are in place;
- The required levels of first aid training are maintained and that accurate training records are kept.

8. Storage of Medicines

8.1 This duty is set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH.) Large volumes of medicines should not be stored.

8.2 Prescription Medicines

- School staff will store, supervise and administer medicine that has been prescribed for an individual pupil. Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. School staff will ensure that the supplied container is clearly labelled with the name of the pupil, the name and dose of the medicine and the frequency of administration. Medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Parents who require their children to take prescription medicines during the school day must provide written permission (Appendix 1.)
- Asthmatic pupils and staff may carry inhalers *and those with severe allergies may carry an appropriately stored 'epipen'* in their bag. This does not preclude the storage of inhalers and epipens by school staff.

8.3 Pharmacy Only and 'Over the Counter' Medicines

- Parents/carers who want their children to take Pharmacy Only medicines and 'over the counter' medicines during the school day must provide written permission (Appendix 1) and all such medicines must be stored in suitable areas of the school ie fridge/office etc.
- As with prescription medicines above, medicines should be clearly labelled with the name of the child, dose of the medicine and frequency of administration.

9. Automated External Defibrillator (AED) is located on the wall outside the Saint Michael's Centre.

The below has been left in as the school intends to acquire its own AED in the next year 23/24.

9.1 As recommended in the guidance document 'Automated External Defibrillator, A guide for Schools' (DFE:2016)

The school has no AED however one is located on the side of the Saint Michaels centre directly opposite the entrance to the staff car park.

10. Monitoring, Evaluation and Review

The school's first aid arrangements will be regularly reviewed. To take into consideration new guidance, legislation, changes to the school environment or other developments, thus ensuring the level of first aid provision remains appropriate to the risks involved.

Our Lady and Saint Michael's RC Primary School

Appendix 1



Consent for Prescribed Medication

In certain circumstances, a parent/carer for medical practitioner may recommend that a pupil attends school whilst receiving medication. We will arrange for a member of staff to administer medication, provided that the following form is completed. This form must be signed and returned to the school Office.

NB: All medication must be in its original packaging and labelled with the pupil's name and form group.

Pupil's Name.....

Address.....

Date of Birth.....**Class**

Name of medication.....

Medical Condition.....

Times to be taken (within school hours).....

Dosage.....

Duration of treatment.....

Any additional Information.....

- The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff to administer the medicine, in accordance with this information.
- I understand that it is my responsibility to provide in-date medication that is correctly labelled, replenish the medication supply in the school, collect expired or unused medication.
- I understand that where correct medication is not readily available on a given day and places the child at risk, the Headteacher has the right to refuse to admit my child into the school until the medication is provided/
- I will inform school of any new information with regard to my child, for example, if there are any changes in dosage or frequency, or if it is stopped.
- I accept that the school may not be able to adhere precisely to the times of administration stated above.

Signed (Parent/Carer).....

Print Name.....

Date.....

For Completion by School Staff

Member of staff receiving the medication.....

Signature.....**Date**.....

Authorised by.....

