

# Christ Church C.E & Lewis Street Primary Schools

## First Aid Policy



<b>Date</b>	<b>Spring 2017</b>	
<b>School</b>	<b>Christ Church CE</b>	<b>Lewis Street</b>
<b>Review Date</b>	<b>Spring 2019</b>	<b>Spring 2019</b>
<b>Signed by Designated Governor</b>	<b>C. Morse</b>	<b>D. Garner</b>

The Head of School is responsible for putting the policy into practice and for developing detailed procedures. 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. The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs allowing for staff on annual/sick leave or off-site. We all have responsibility to access a child's injury, provide care for minor cases and call for the assistance of a qualified First Aider if we judge this to be necessary.

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

### **First-aid provision at Christ Church C.E Primary School**

First aid provision at Christ Church C.E Primary School is as follows:

- Suitably stocked First Aid box in both buildings
- 9 qualified Paediatric First Aiders;

### **First-aid provision at Lewis Street Primary School**

First aid provision at Lewis Street Primary School is as follows:

- Suitably stocked First Aid box in both buildings
- 12 qualified Paediatric First Aiders;

### **First Aiders' Main Duties**

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.

### **Appointed Person(s)**

An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment e.g.: re-stocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

The appointed person for Christ Church C.E is Susan Adams and for Lewis Street the appointed person is Clare Coleman.

### **Risk Assessment / Assessment of need**

The Health & Safety Officer will make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking, to

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identify what measures they need to take to prevent or control these risks. First Aid Provision will be reviewed annually to monitor the effectiveness of the provision and ensure standards are being met.

### **Procedures – (See: Appendix A – Flowchart)**

All children who feel unwell or who have had an accident should, if possible, be brought to the main Reception Office; where it is unsafe to move the child, help should be sent to the Reception Office for assistance.

Staff who are qualified in first aid will initially assess the child's need and apply basic first aid; a second opinion should also be sought from another qualified first aider.

For minor injuries, the member of staff who dealt with the incident will record the accident in an accident book and inform the class teacher who will then give the parent/carer a verbal explanation. If the injury entails a bump to the head then the attending First Aider will contact the parent/carer by telephone.

If there is even the slightest concern that the injury may be more serious, parents/carers will be contacted immediately.

For serious incidents/medical emergencies then an ambulance will be called immediately. The decision to call an ambulance is usually the responsibility of the Head of School; however, in a genuine emergency the Office staff will phone directly and inform the Head of School once this is done.

### **Inhalers and Epi-pens**

Named and labelled inhalers and Epi-pens will be kept in a box in the classrooms.

### **Physical Education**

If an accident occurs, the pupil needs to be assessed by the teacher and sent to a qualified first aider, if required. The incident should be recorded, including the time and what happened.

The First Aid box is available from the school hall in Phase 1 and the office in the main building and ice packs are kept in the fridge in the staff room. Portable first aid kits should be taken to all off-site events, together with inhalers and Epi-pens.

### **Educational Visits**

The extent and nature of first aid provided will depend on the type of the visit and the risks identified.

Organisers should undertake a **risk assessment** which will identify the level of first aid needed and make appropriate arrangements for pupils with special medical needs.

- A good knowledge of first aid and adequate first aid kits are required for all visits.

### **Specific medical conditions**

All children with specific conditions e.g. epilepsy will have a Care Plan which will be kept in the classroom and school office.

Appropriate medication should be with the child and in classrooms at all times,(e.g.: inhalers and Epi-pens).

### **Medicines in school**

Medicines prescribed by a doctor will be administered in accordance to school's 'Medical Policy'.

### **Qualified First Aiders for Christ Church C.E are:**

Sue Adams

Joanne Brown

Karen Monks

Anne Barlow

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Tracy Harrison  
Julie Morley  
Janice Newbury

Tracy Bancroft  
Farida Awan

### **Qualified First Aiders for Lewis Street are:**

Sabea Ali	Kirsty Monaghan
Stephanie Farrow	Michelle O'Donnell
Rachel Gill	Katherine Ritacca
Janice Green	Charlene Skeels
Sophie Hornby	Anne Smee
Samantha MacDonald	Louise Vick

**Appendix A: Medical Emergency - Flowchart**

