

# St. John the Evangelist Catholic Academy

*Part of the Newman Catholic Collegiate*



## First Aid Policy

<b>Policy Written:</b>	Date: September 2022
<b>Ratified by the Academy Committee:</b>	Date: November 2022
<b>Date for review:</b>	Date: November 2025
<b>Chair of Academy committee:</b>	Naomi Williams
<b>Principal:</b>	Helen Rigby

## **St. John the Evangelist Catholic Academy**

**“Growing and Learning together in Christ.”**

(School Mission Statement)

**“Lord be thy Word my rule”**

(School Motto)

### **First Aid Policy**

#### **Introduction**

St. John the Evangelist Catholic Academy is committed to providing emergency first aid cover to deal with accidents and incidents, which occur to employees, children and all categories of visitors. The school will ensure that the First Aid arrangements will be managed in compliance with the Health and Safety (First Aid) at work regulation 1981.

#### **The First Aid Team**

The first aiders in school who are qualified to administer first aid are:

##### **First Aid trained**

Mrs H Copeland  
Mrs J Cooper  
Mrs L Niewiadomski  
Mr J Forrester  
Mrs V Pointon  
Mrs M Shaw  
Mrs W Antrobus  
Miss A Oakes  
Mrs C Horgan  
Mrs N Bennett  
Miss S Hancock  
Mrs S Caswell  
Mrs S Walklet

##### **Paediatric First Aid trained**

Miss K Weston  
Mrs S Else  
Mrs K Smith  
Miss K Wain  
Mrs H Copeland  
Mrs N Bennett  
Miss S Hancock

##### **Health and Safety**

**Link Governor**  
Lee Walkden

#### **Responsibilities of First Aid personnel**

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons are responsible for :-

- In the absence of a first-aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary

- Looking after the first aid equipment and ensuring that containers are restocked when necessary.

### **First Aid Facilities**

The school has a changing space/ room at both sites. First aid boxes are located at the first aid post as listed below. They contain sufficient first-aid materials to administer first aid as recommended by the HSE. The school has travelling first-aid kits used for off-site visits. These contain supplies recommended by the HSE. First aid supplies are checked half termly for expiry dates. Full lists can be found in each first aid container.

The first aid posts are located:

- Foundation Stage (Reception and Nursery classes)
- School Office
- KS1 & KS2 halls for outside
- Staffroom

### **Accident Reports**

All first-aid incidents should be recorded in the first-aid record book. Each class has their own accident books for pupils. If an adult has an accident, the book for this is kept in the school office. These are also reported on my health and safety.

Wherever possible staff should speak to the parent/carer concerned and a completed slip should be sent home. Where a child has a serious injury or injury to the head, the staff member should inform the Principal or senior teacher who will decide whether parents should be contacted immediately. All serious injuries should be reported to the Principal or member of the senior leadership team (SLT) and should be recorded on the school's section of my health and safety (Academy Manager and Principal have log ins).

### **Calling the emergency services**

In the case of major accidents, it is the decision of the principal/member of the senior leadership team (SLT) if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

### **School Visits**

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre.

In the case of **day visits**, we will seek permission from the pupils' parent/guardian to administer first-aid wherever necessary.

### **Administering Prescribed Medication in School**

The school has a separate Health and Safety policy for the administration of medicines.

### **Storage/Disposal of Medicines**

Medicines must be stored in the fridge in the Staffroom. The exception to this rule are inhalers, which must be clearly labelled with their name and kept in the child's classroom in the asthma box; where they can be easily reached where necessary.

It is the responsibility of the parents to collect unused medicines from the school and dispose of them accordingly.

### **Pupils with Special Medical Needs – Individual Healthcare Plans**

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

Epileptic

Asthmatic

Severe allergies, which may result in anaphylactic shock

Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

An individual health care plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. A school nurse may also provide additional background information and practical training for school staff.

A copy of all individual health care plan can be found in the staff room and school offices.

This policy was agreed by staff on: September 2022

This policy was approved by School Committee on: November 2022

This policy will be reviewed by the School Committee on: November 2025

Signed \_\_\_\_\_ Chair of School Committee