



Our Lady of Good Help

Catholic Primary School

First Aid and Medical Policy

Chair of Governors	Mrs S. Devereux
Headteacher	Mr M. McQuiston
Date adopted: April 2023	Review Date: April 2024

'Like Our Lady, we live wisely, think deeply and love generously in Christ.'

Rationale

At Our Lady of Good Help, it is recognised that First Aid provision should cover all staff, students and visitors.

The Headteacher is responsible for putting the policy into practice and developing detailed procedures including informing staff and pupils.

The purpose of this policy is therefore:

- To provide effective, safe First Aid cover for pupils, staff and visitors;
- To ensure that all staff are aware of the systems in place;
- To have in place adequate First Aid equipment;
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

First Aid Personnel

All members of the teaching staff, Teaching Assistants and Lunchtime Supervisors are suitably qualified to administer First Aid.

Location of Equipment

- First Aid base located in the cupboard in 'accessible for all' WC
- A staff member is responsible for checking the contents of the First Aid boxes and re-stocking them as needed.

Illness During the School Day

In the event of a pupil feeling unwell during a lesson, a teacher or teaching assistant should ring through to the school office or Headteacher to discuss their symptoms. The Headteacher or, if they are unavailable, Assistant Headteacher(s), in consultation with the class teacher, will assess whether the child's parents should be contacted and/ or whether the child should be sent home.

If required, a staff member may check the child's temperature with the digital thermometer which is located in the school office.

Administration of Medicines (please see related policy)

Medication can be administered by school staff where administration must take place during the school day. Parents must complete the appropriate consent form and care plan before the school will agree to administer medicine. All medicines are to be stored in the staff room (if refrigeration is necessary) or the school office, and there is to be a record of all medicines given out, recording date, time and person giving it out. It is the responsibility of all staff to ensure that they are aware of the pupils in school with acute medical needs – there is a board in the staffroom showing pictures and detailing emergency responses.

Parents of pupils with asthma are asked to fill in a care plan indicating treatment required and dosage. Class teachers have access to children's medical records via the school's MIS records. Inhalers are stored in each classroom's medical cupboard along with a medical records folder which should be signed if inhalers have been administered. This information is transferred to the new class teacher each year. The new teacher must ensure that all staff working in the classroom is aware of any medical needs.

Accident Procedures

Teachers and all 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 in the school in the same way that parents might be expected to act towards their own children. All staff understand the procedures to follow in the case of accidents and emergencies. Once individuals have been treated, all details regarding the accident must be recorded in the relevant Accident Book and/or CPOMS. **Parents must always be informed of a head injury (irrelevant of severity).**

Minor Injury

An accident on the school premises that does not require treatment greater than on-site First Aid e.g. minor cuts, bruises or grazes. Staff must ensure that any swelling is treated with an ice pack as quickly as possible. Any cuts or grazes must be cleaned using antiseptic wipes (and a plaster if necessary). All treated minor injuries must be recorded in the Accident Book and a letter sent home to parents.

Staff Assigned to Provide First Aid Cover:

Break Time

There are two staff members on duty each day for each Key Stage. A First Aid kit should be taken onto the playground for ease of access.

Lunchtime

Lunchtime Supervisory Assistants supervise the playground during lunch times. They will ensure that First Aid boxes are accessible on the playground. For more severe injuries, it may be necessary to bring a child into school to treat them. In this instance, the adult must inform other staff members of their absence from the playground to ensure the playground is adequately monitored.

Lesson time

EYFS/ KS1/ KS2 pupils to be treated by a teaching assistant, if available. If not, the class teacher should make use of the school's phone system and contact the office to alert them and an available adult will deal with the injury. **Classes should never be left unattended.** Once an individual has been treated, all details regarding the incident to be recorded in the Accident Book.

The person in charge of dismissing a class at the end of the day should speak to the adult picking up a child to inform them of any injury.

Significant Injury

An accident on the school premises that may require treatment greater than onsite First Aid.

- Adult who witnesses the accident takes charge and sends for an additional First Aider /senior member of staff;
- Once informed of the incident, the additional First Aider will go to the casualty without delay;
- First Aider will assess the situation and either administer treatment or make the decision to call parents/ambulance. **If there is any doubt, an ambulance should always be called for;**
- Accident referred to the Headteacher or Assistant Headteacher without delay;
- First Aider and/ or a senior member of staff must remain with the patient;
- If an appropriate adult (family member) cannot be contacted or accompany a casualty to hospital; a member of staff will accompany them, if this is deemed appropriate. The Headteacher or Assistant Headteacher should make this decision where possible.

Once the individual has been treated all details regarding significant injury must be recorded in three ways

- Accident Book (for what First Aid was administered)
- CPOMS (how the incident occurred and what was implemented plus any known injury outcomes)
- Accident Report ACC1 (liverpool City Council)
- Riddor (Health & Safety Executive online reporting)

The Appointed Person

The Appointed Person is someone who is authorised to take charge of the situation when someone is injured or becomes ill. They ensure that an ambulance or other professional help is summoned when appropriate. At Our Lady of Good Help, each member of staff is able to assume the responsibilities of the Appointed Person.