



First Aid Policy

Autmn 2023



Our Lady of Fatima Catholic Multi Academy Trust is a charitable company limited by guarantee registered in England and Wales under company registration number: 07696069 and registered address: St. Alban's Catholic Academy, First Avenue, Harlow, Essex, CM20 2NP.

1. PURPOSE.

This policy outlines the school's responsibility in:

- providing first aid to pupils, staff and visitors.
- communicating children's health problems or injuries to parents.
- providing resources and training in order to administer first aid.

This Policy has been written following guidance from St.John's Ambulance, the Health Protection Agency and the DFE (assessment of First Aid needs)

2. GUIDELINES.

- a) Our Lady of Fatima Catholic Multi Academy Trust will ensure that first aid provision is available at all times whilst people are on the school premises, and also off premises whilst on school trips.
- b) Emergency first aid training is provided for staff on a regular basis. If a member of staff has not received training or has an expired certificate, they should inform the HR Manager who will organise appropriate training by a qualified provider.
- c) All teachers, LSAs, MDAS and Office staff are required to be First-Aid trained.
- d) At least two members of staff on each site have paediatric first aid training and at least one of these will be available for EYFS children at all times, including offsite trips.
- e) First aid boxes are available in the school offices and a First Aid cupboard (wallbox) is to be found in the medical area annexes of the offices
- f) A first aid kit will accompany offsite school trips and staff will ensure that these are available throughout the trip. Parents will ensure that epipens and inhalers are taken with the child on these trips, epipens to be passed to the Adult in charge of their group at the start of the day and inhalers to be carried by the child.*
- g) A confidential register of all children with medical requirements is kept securely in the school offices. This is renewed and signed by parents at the beginning of each school year, and updated whenever necessary (as informed by parents) throughout the year.
- h) No medication, except asthma inhalers and epipens, will be administered to a child without permission from parents and Headteacher, at Headteacher's discretion, in line with the Managing Medicines and Intimate care policies.
- i) All pupils with asthma are expected to have their inhaler with them (and taken on trips). Each child's inhaler and spacer are required to be named. A record book is

provided by the school to record each time the child uses the inhaler in school and should be kept with the inhaler - this keeps parents informed where necessary.

- j) All pupils known to have anaphylaxis, diabetes and/or seizures will be made known to staff. Photos will be in their classrooms, in the school office and the staffroom.
- k) Spare Epipens will be kept in the School office. The child's epipen will, stored in individual named boxes, in the classroom. (The parents must bring these in) These will be accessible at all times and taken on trips. Appropriate training on using epipens is given by the School Nurse. The epipens need to be kept out of the reach of pupils.
- l) All injuries on school premises are recorded in the accident book and kept for 3 years.
- m) The First-Aid Liaison LSA will analyse accident statistics which can indicate the most common injuries, times, locations and activities involved at a particular site. These statistics can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to. This can also identify children who frequently appear in the accident book. The analysis will be reported to the Designated Safeguarding Leads for consideration.
- n) Any serious injury or communicable disease will be reported to RIDDOR. (<http://www.hse.gov.uk/riddor/report.htm>) A list of reportable injuries is available in the school office.
- o) Pupils who are unwell during lesson times should be referred to the School Office who will assess the level of illness and treat accordingly, and if necessary liaise with parents.
- p) All injuries should be dealt with by an appropriate person who has received the necessary training. Injuries at break time will be dealt with by a member of staff on duty or the School office. Injuries at lunchtime will be dealt with by a MDA#. The MDA should stay with the pupil until they feel better or it is the end of the break - they must then handover to the class teacher or Office as required. If necessary the Office staff may be asked to liaise with parents.
- q) If an injured pupil appears to require immediate emergency and / or hospital treatment, then an ambulance will be called for by the School Office, with the Headteacher's knowledge, where possible.
- r) A copy of the St John's Ambulance first aid book is kept in the first aid area for guidance.
- s) A copy of the HPA 'Guidance on infection control in schools and other childcare settings' is displayed in the School office

- t) Spillage kits and disposable gloves (of different sizes – boxes labelled) are available for use by all staff. When dealing with any blood or bodily fluids gloves must be worn.

3. IMPLEMENTATION.

Any child who feels unwell or has an accident during class time will be referred to the School Office.

A child who is injured at break will be attended to by a member of staff on duty or the School Office[#]

A child who is injured at lunchtime will be attended to by a MDA[#]

All injuries will be recorded in the accident book.

[#]The initial attending member of staff may need to delegate the care to another trained member of staff at times.

All children who have asthma will have access to their inhalers and spacers, which will be named and kept with the pupil.

All head injuries and injuries that leave a visible mark must be entered into the Accident book (kept in the School Office). This applies to pupils and staff.

Parents should be informed of all head injuries. A letter is available in the First Aid Area and from the School Office.

All cuts and abrasions should be covered with a dressing. We use a dressing and microporous tape or plasters.

Disposable gloves should be worn when there is a risk of splashing or contamination with blood/body fluids (including nappy changing)

All spillages of blood, faeces, saliva, vomit, nasal and eye discharge should be cleaned immediately whilst wearing disposable gloves. Use disposable paper towels and discard as **clinical waste**

All clinical waste (with blood/body fluids on, including nappies, pads, gloves and soiled dressings) should be placed in the **lidded bin** marked as such

Sharps should be disposed of into the yellow sharps bin in the Office - kept out of reach of pupils.