

English Martyrs Catholic Voluntary Academy  
First Aid Policy



Adopted: November 2017

Review: November 2019

### **Statement of Organisation**

The school's arrangements for carrying out the first Aid Policy includes eight key principles:

- Places a duty on the governing body to approve, implement and review the policy.
- Places individual duties of First Aid on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of the training and ensure all training is up to date.
- Establish a procedure in school for managing accidents which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.

### **Arrangements for First Aid.**

The school will provide materials, equipment and facilities as set out in the DFE guidance on first aid for schools.

All staff are first aid trained.

Office administrators will regularly check that materials and equipment are available and will order new materials when supplies are running low.

Each class has its own portable first aid bum bag kit which is easy to access. It is the class teacher's responsibility to notify office staff if stocks in these bags are running low.

The school has a First Aid cupboard located in the female staff toilet area.

### **Head Injuries / Deep Cuts**

Any bump to the head should be treated as serious and all bumped heads should be treated with an ice pack. The adults in the child's classroom should keep a close eye on the child. An accident reporting form should be completed with details for the parent and given to the child to take home. A stamp indicating that first aid has been administered should be placed on the back of the child's hand and if possible the parent should be spoken to at the end of the school day. Parents should be called if the child has a serious cut on the head, a large bump or signs of concussion. Children who have concussion after a head injury should be taken straight to hospital.

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### **Cuts**

The nearest adult deals with small cuts, all open cuts should be cleaned and covered. More severe cuts need to be reported to parents on the accident reporting form. Parents need to be contacted if the cut is deep and would require further medical attention. All adults dealing with cuts should wear rubber gloves.

### **Allergic Reactions**

All staff are trained in recognising the signs of serious allergic reactions and in the administration of Epi Pens. In the case of a less serious allergic reaction staff should examine the child and follow care plan instructions. Parents should be contacted if concerned at all.

### **Exclusion due to illness**

There may be certain occasions when we may ask a parent / carer not to bring a child to school. These include:

- If a child is ill
- If a child has an infectious condition such as conjunctivitis or impetigo.
- If a child has a notifiable disease eg mumps, measles, meningitis. Please refer to Public Health Guidance for a list of notifiable diseases. All notifiable diseases must be reported to the local authority.
- If a child has had a bout of sickness or diarrhoea they must stay away from school for 48 hours.

If a child becomes ill at school we will notify the parent / carer to take the child home as soon as possible.

### **Record Keeping**

All injury reporting forms are photo copied so that one copy goes to the parent and one copy is filed. These report forms are checked termly to check for any patterns connected with individual children. The forms are collated at the end of a year and kept for 3 years as required by law. The Health and Safety Governor will sign off these forms during his visits.

### **Serious Injuries**

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Any serious injury requiring hospital attention needs to be recorded appropriately and a copy sent to Tony Crowe our independent Health and Safety Consultant working within our MAT.

### **Employees / Staff**

The school has a responsibility to provide first aid to all staff. All first aid treatment to staff should be recorded on an accident form. If the person needs to be taken to hospital to be treated this will be reported to Tony Crowe our independent Health and Safety Consultant working within the MAT.

### **Major Accident Guide**

- Secure the immediate area and escort the remaining children to safety.
- Call for immediate help within school.
- Administer emergency first aid
- Reception to contact emergency services and continue to administer first aid following their guidance.
- Contact parents.
- Record major accident following school procedure and report immediately to Tony Crowe independent health and safety adviser.