



St. John's Catholic Primary School Policy and Procedures on First Aid in School

Under health and safety legislation, the school is required to ensure that there is adequate and appropriate equipment and facilities for providing first aid in the workplace.

This document is produced to cover risk assessments for first aid throughout the school premises and to ensure that there is sufficient first aid equipment, placed in the correct areas, to be administered as necessary by appropriately qualified staff.

Size of school:

The school currently comprises of 205 children, aged between four and 11, and 34 staff. However it is also necessary to provide a first aid service for all visitors to the school. The minimum recommendation is one first aider for every 50 employees but there is no legal requirement or limitation.

Current status of first aid qualifications within the school:

2 staff are currently qualified as first aiders at work – one admin staff and one teacher. 1 Teacher is trained with a Pediatric qualification. These qualifications (St John Ambulance) are valid for a three-year period.

15 staff are currently qualified as appointed persons.

Risk assessment of school premises:

Emergency service response time is currently 8 minutes.

School premises are on one floor level with no differences in height of floors throughout the building, apart from the outside classroom, which is up a few steps or a ramp.

Playing fields to the rear of the school are used for morning break and lunchtime play throughout the summer term and the early part of the autumn term (weather permitting). Laid to grass and flat the major risks are associated with the trees with low hanging branches and falls on the playground surfaces, in addition to children's boisterous interaction. There is an environmental area with pond,

which is securely padlocked and only accessed by children when with a qualified adult.

Playgrounds to the front and rear of the school are laid to tarmac. Chain link fencing borders the front playground.

Static play equipment is checked annually for safety. Limited numbers of children are allowed on at any one time.

Reception, Year 1 and Year 2 have their own outdoor play area, laid to a soft tarmac,

All areas of the school in which children are present are constantly monitored and staffed.

Currently one child is wheelchair bound and one member of staff has mobility difficulties.

One child has severe allergic reactions ie anaphylactic shock. They have all been prescribed Epipens, which their teachers, teaching assistants, and midday meals supervisors are trained to administer. This training is renewed each year. These children are known to regular and supply staff by notices being displayed in the staffroom and the medical area outside the school office.

Several children have asthma and, if required, their personal medication is held in the school office and in their class rooms with instructions for use.

All medical conditions which affect the child in school are notified to all staff who come into contact with them.

Off-site activities:

First aid provision will be checked for every off-site visit and a fully equipped first aid pack will accompany each party. After school clubs will also have adequate first aid cover.

Risk assessments are undertaken ahead of any offsite school activity.

First aid equipment:

Regular checks are made to ensure that each first aid box includes all the necessary equipment – again there is no mandatory list.

Recommended locations for first aid equipment are:

- Medical area outside the school office
- Each classroom

The first Aid area, which contains the main first aid equipment, has easy access to toilet facilities and a wash-hand basin.

First aid treatment and accident reporting:

Notices giving location of first aid equipment and names of first aiders and appointed persons are posted in all classrooms and public areas of the school.

Staff should take every precaution to avoid infection and disposable gloves are provided. Assistance should be sought from other qualified staff as necessary.

ALL treatment must be recorded in an Accident File held in the medical area and must include:

- date, place and time of incident
- name (and, if appropriate, class) of the injured or ill person
- details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards (eg. went home, resumed work, went back to class, went to hospital)
- name and signature of the first aider or person dealing with the incident.

HSE must be contacted in case of fatal or major injuries and dangerous occurrences immediately (by telephone) followed within ten days by a report on form 2508.

Written report is also required in cases of work based injury (included self-employed people working in school), and any accident which prevents the injured person from working for more than three days.

Signed by Executive Headteacher:

Date:

Signed by Chair of Governors:

Date:

Review Date: June 2018