

ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

FIRST AID PROCEDURE FOR CHILDREN AND ADULTS

This policy is to be read in conjunction with our other policies
(particularly the Medical Needs Policy)

'Learn, love and respect through Jesus'

AIM

At St Thomas of Canterbury, we aim to have an effective and safe system for the administration of First Aid that is understood by all. At our school we consider the risks to children, staff, and visitors and consider their well being when drawing up policies and deciding on the numbers of first-aid personnel.

All members of staff are informed of the first-aid arrangements; the location of equipment; facilities; first-aid personnel; and the procedures for monitoring and reviewing the school's first-aid needs.
(Health and Safety Commission HSC)

The information contained in these documents: -

- helps the school identify accident trends and possible areas for improvement in the control of health and safety risks
- is used to assess future first-aid needs
- is used for insurance and investigative purposes

All Teaching and Non-Teaching staff have completed their basic life-support first aid qualification with an appropriate training provider e.g. the British Red Cross (First Aid regulations 1981) (4-hour course) Qualifications are renewed every three years. (List kept in office and Head's office)

In accordance with Early Years statutory requirements, at least four members of EY staff (including all EY teachers) have the appropriate Paediatric First Aid qualification for this age group (3-5 years of age) (12-hour course or 16-hour if Forest School is included).

Serious Accidents and incidents

An injury or injuries considered to be of a serious nature e.g. one which would benefit from professional medical treatment

- A serious accident (and any incident involving a bump to the head) must be recorded in the carbon-copy Accident Book. It will include what happened to the person immediately afterwards (for example, whether they went home; resumed normal duties; went back to class; or went to hospital) and reported to the Headteacher or member of the Senior Management Team. The accident/incident must also be recorded on CPOMs - our electronic incident recording system - with separate entries being made for each child involved
- Recorded accidents are signed by the staff dealing with a case and immediately countersigned by the Headteacher or member of the Senior Leadership Team
- In the case of more serious events, pupils are sent to wait in the dining room near the Headteacher's office
- A carbon-copy Accident Book is kept in the staff room at all times

PROCEDURES FOR ADMINISTERING FIRST AID IN CLASS ROOM, PLAYGROUND AND FIELD

1. Minor Incidents

- Minor accidents and incidents will be dealt with on the playground; in the classroom or on the field by Teaching Staff/Support Staff/Midday Supervisors (MSA) and recorded on CPOMs along with any follow up actions. All items logged on CPOMs are reviewed at least daily by the SLT.

1.1 Serious Accidents - First aid

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- This First Aid procedure must be followed by Teachers; Support Staff; Midday Supervisors (MSA) or member of staff on duty
- Before contacting the parents/carers, any decisions made regarding the person/child must be referred to the Headteacher

in the first instance. In the absence of the Headteacher, the Assistant Headteachers will take responsibility

- The pupil will be accompanied by an adult to the dining room by the Headteacher's Office. A paediatric first aider will assist with making a decision regarding the pupil's condition
- If the pupil needs to go home, the parent/carers will be contacted immediately
- The pupil will wait by the Headteacher's Office (with a member of staff) to be collected by parent/carer
- Parents/carers will be required to sign-out the pupil using the electronic signing in system located in the entrance foyer. This will authorise the pupil's absence from school
- **In the event of a major injury** paramedics or an ambulance will be called and the pupil will be kept still and warm by a qualified first aider until professional help arrives. A record of the injury and the circumstances will be sent to the hospital and an online report made to Hertfordshire County Council.
- The parent/carer will be notified immediately. Should it be difficult to contact the parent/carer, then the alternative contact will be called to act '*in loco parentis*'. If necessary, a senior member of staff will accompany the child to hospital until the parent/carer is in attendance

2. General

2.1 Disposable rubber gloves must always be worn for the protection of both parties. Wounds will be cleaned with water and sterile swabs. All open wounds and grazes must be covered. If required, a hypo-allergenic plaster will be applied, unless the child has a plaster allergy (a current list of pupils with allergies is kept in each class and the office).

2.2 Bruising and bumps will be treated with mini-ice packs which are stored in the dining room freezer. Other First Aid equipment is stored centrally in the First Aid Room.

2.3 Anaphylactic reactions.

If a pupil has an allergic reaction and has been prescribed an Epi-pen or similar device, this will be administered by a member of staff trained to administer the Epi-pen. Prescribed Epi-pens are kept in class with the pupil and/or stored in the office with a photograph of the pupil (to ensure

correct identification). A photograph of the pupil with a note of their allergy is also displayed in the Dining Hall and Staff Room. (individual children's details in Health and Care Plans)

2.4 Asthma Pumps

All pupils who are asthmatic must have appropriate medicine in school. Parents/carers are requested to complete an "Asthma Form" and return to the School Office to provide consent for a member of staff to administer or supervise the administering of the blue inhaler (Nursery to Year 4). The inhalers for these children will be kept in named plastic wallets in the Staffroom (which is not kept locked).

Parents/carers of children in Year 5 & 6 must also complete the Asthma Form, clearly indicating if they give consent to their child retaining their own inhaler and administering his/her own blue inhaler with the notification of a member of the staff.

Whenever a child uses his or her inhaler this must be recorded on the asthma inhaler usage record kept with the inhaler.

2.5 Epilepsy Medicine

Medication is kept with the child in a marked bag. All staff have been trained in the correct procedure for use of medication. In the event of a fit, medication will be administered, parents informed and a paramedic called (see individual children's Health Care Plans)

2.6 First Aid kits are checked half termly and replenished as necessary by the qualified and nominated First Aiders.

2.7 General Medicine

Parents/carers will be informed regularly of the procedures for administering general medicine on the school premises. This will usually involve completion of a permission to administer medicine form available in the office.

The school keeps a supply of Piriton in the office for emergency use if required. The parent's permission will always be sought or that of a medical practitioner before administration of this medicine.

First Aid Policy - reviewed June 2025

More detail on the above can be found in the Medical Needs Policy.

This policy was reviewed and updated by the Local Governing Body at their meeting on 1st July 2025

June 2025