



CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL

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First Aid Policy

Church Cowley St James C of E Primary School adopted the attached school policy at the Full Governing Body Meeting during January 2020.

The First Aid Policy was produced by Church Cowley St James School in October 2017 and revised in November 2019. The Governing Body will review this policy every year.

Reviewed: November 2019

Approved: January 2020

Signed:  Chair of Governors

Next Review: January 2021



Church Cowley St James School First Aid Policy

Church Cowley St James School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, pupils and visitors.

Our aim is to ensure that we have adequate, safe and effective first aid provision so that everyone can be well looked after in the event of any illness, accident or injury; no matter how major or minor. •

At Church Cowley St James School we ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury

To achieve our aim we will have suitably stocked first aid kits ready to be used at all times. The responsibility of ensuring that these are adequately stocked is the Receptionist. This will be monitored by the Dedicated Medical Lead or School Manager in his/her absence.

When a child becomes ill during the day the parents/carers will be contacted and asked to pick their child up from school as soon as possible. In the event of illness, the child will be supervised whilst they rest and wait for their parents/carers to arrive to pick them up. This will be in either the school office/community area or reception foyer as these have easy access to a toilet and hand washing facilities.

Church Cowley St James School will ensure that we have sufficient First Aiders (qualified by training) to take charge of first aid. The Designated Medical Lead/Assistant Head Inclusion will maintain a record of employees who have undergone first aid training. The Designated Medical Lead/Assistant Head Inclusion will be responsible for ensuring that annual refresher courses are booked as well as any re-accreditation courses.

Church Cowley St James School will ensure notices are clearly visible throughout the school and each classroom telling everyone where they can get first aid and who the First Aiders are. The School Manager is responsible for signage.

First Aiders are responsible for ensure that appropriate hygiene is observed at all times and rubber surgical gloves will be provided and used in any instance involving blood. All medical waste & gloves will be disposed of in the men's/disabled toilet in the medical waste bin. First Aiders are responsible for ensuring that the waste is disposed of in the medical waste bin.

The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that if the need for an ambulance or other professional medical help is required that the Admin team are notified promptly so that they can make the 999 call.

At Church Cowley St James School the administration team are responsible for telephoning the emergency services. Once this task has been done the most senior member of staff currently on site will be informed. Once a call has been made to the emergency services a telephone call to the parent will be made. The admin team will find a staff member to open

the front gates and wait for the emergency services. This staff member will be responsible for escorting the emergency services to the injured person.

Church Cowley St James School has a procedure for managing accidents, including accident investigation after the event of an accident involving emergency treatment.

All accidents involving children will be recorded on general injury form by the person who the child presents themselves to. All head bumps will require a telephone call home to the child's parent as careful monitoring when the child gets home may be required. The call will be made by the Receptionist. The class teacher will be informed so that careful monitoring can happen. The teacher will be informed by the staff member who first dealt with the child. The Receptionist will notify the School Manager should repeated accidents occur at the same time/place so that she can investigate any issues or concerns.

All accidents involving adults who require first aid are recorded in the accident book. Any accident involving time off work or a trip to A&E will be investigated by the School Manager. The Educational Visits Co-Ordinator is responsible for ensuring that a First Aider goes on every school trip.

First Aider responsibilities:

- 1) Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be summoned. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
- 2) Instruct the Admin Team to call an ambulance. The most senior member of staff will decide who will accompany the child to hospital. The injured person will not be moved unless there is a danger of further more serious injury if they stay put until ambulance staff arrive.
- 3) The First Aider must make sure that no further injury can result from the accident, either by making the scene of the accident safe, or by removing watchers from the scene.
- 4) The First Aider must ensure that any child who may have seen the accident or its aftermath and who may be worried, or upset, in spite of not being directly involved is spoken to by an adult. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be contacted immediately and for the parent/carer to take the child home.
- 5) In the event of an ambulance being called the First Aider must make a note of which individuals saw the accident and inform the Designated Medical Lead.

The most senior member of staff is responsible for allocating staff carefully between helping the victim(s) (eg. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after pupils not affected by the accident. All three activities are important.

The School Manager will gather written statements from all witnesses describing what they saw and heard. This first-hand evidence can be invaluable, if litigation follows the accident.

If the initial assessment indicates that a minor injury has taken place then one or more of the following actions will be taken:

1. First Aid administered as necessary by designated First Aider.
2. Complete an 'Accident/Incident/Illness Report Form' (Appendix 1).
3. Parents informed (either a telephone call home or a form)

In the event of a larger/more serious accident, the accident/incident policy will be followed by the School Manager.

As a school we have a legal responsibility for those in our care and must consider carefully the likely risks to pupils and visitors, and make allowance for them when drawing up policies and determining the appropriate training and numbers of first aiders.

To ensure we have enough first aiders we have one employee who is trained at 'First Aid at Work' standard (3 day course) four staff members trained at 'Paediatric First Aid' level (2 day course) and twenty people trained at 'Emergency First Aid' (1 day course) and nine other people trained at basic level. Training is monitored and reviewed by the Designated Medical Lead/Assistant Head Inclusion. More training is planned throughout the year.

The Management of Health and Safety at Work Regulations 1992 require employers to carry out a suitable and sufficient assessment of the risks to the health and safety of all employees and pupils to identify what measures we need to take to prevent or control these risks.

The Designated Medical Lead/School Manager has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and first aid trained staff and for ensuring that the correct first aid procedures are followed.

- the location of first aid equipment and facilities
- the identity and location of first aid personnel
- the procedures for monitoring and reviewing the school's first aid needs.

Church Cowley St James Primary School will review our first aid risk assessment and this policy on an annual basis to ensure first aid provision remains adequate and appropriate.