



Holding Hands with Jesus as we love, learn and grow together

St Columba's Catholic Primary School

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Headteacher: Miss M Evans

FIRST AID POLICY SEPTEMBER 2019

Headteacher _____ **Governor** _____

OVERVIEW

From time to time whilst children are in our care they will get injured or become unwell and they need first aid. Every member of staff is in 'loco parentis' and will act accordingly to offer the care and help that could reasonably be expected of a 'caring parent' in those circumstances. We have in school members of staff who have been trained in First Aid and so the help of one of these staff should be sought as soon as possible. First Aid equipment is available in school and it should be used in the child's best interest and with great care. Where it is judged necessary the emergency service should be called or the child should be escorted to hospital. Parents should be kept fully informed whenever a child has received first aid.

OBJECTIVES

1. To provide safe and appropriate care for children and staff if they are in need of first aid.
2. To ensure that we have sufficient trained first aid staff available to care for children or adults if the need arises.
3. To ensure that we have at least two members of staff with paediatric first aid training to be available for the care of EYFS pupils.
4. To ensure that all staff know what to do if a child needs first aid treatment and how they should respond in those circumstances.
5. To ensure that we have appropriate first aid kit easily available in school with portable kits to take when children go off site on visits etc.
6. To ensure that members of staff are given training and that those with first aid certificates are kept up to date.
7. To ensure that all staff know how to involve the emergency services if they are needed.
8. To ensure that appropriate medical support/attention and treatment is given to children for all but minor injuries.
9. To keep parents and carers fully informed and involved if their child has been given first aid treatment.

STRATEGIES

1. To seek qualified medical and emergency assistance quickly for all but minor injuries – using the 'better safe than sorry' principle and always erring on the cautious i.e. if there is any doubt – seek qualified medical emergency service (999) support or arrange for the child to be escorted to the nearest casualty facility.

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2. If an injury is sustained whilst the child is on a visit or other off site activity the senior member of staff present must notify the school as soon as the child's needs are met.
3. To have members of staff who have undertaken appropriate first aid training available at all times on site and where possible, when children are on visits.
4. To have appropriate first aid equipment available on site at all times.
5. To have portable first aid kits to accompany them, when pupils are off site.
6. To provide access to certified first aid training and updated first aid training for members of staff.
7. To encourage staff to undertake first aid training.
8. To have effective 'quick contact arrangements' to involve parents as early as possible if their child needs medical assessment/treatment.
9. To notify the parent(s) in writing by using the school accident report slip, of any injury that their child has suffered. This should be done on the same day the injury was received.