



St Monica's Catholic Primary School
Policy on Managing accidents and Administering First Aid

Status	Recommended
Last reviewed	Spring 21
Lead Committee	People
Date approved by Governing Body	Spring 21
Term of next review	Spring 2024

This policy should be read in conjunction with the Covid 19 Risk Assessment.

Rationale

Our school has a clear Health and Safety Policy, and actively seeks to minimise risk and create as safe an environment as possible for all who work here. Despite this, the school recognises that accidents can happen from time to time and the Governors and Headteacher of the school accept their responsibility under the Health and Safety (First aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

Purpose

The schools arrangements for carrying out the policy includes the following principles:

- A duty on the Governing Body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Record on 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 that training and review it annually.
- Establish a procedure for managing accidents in school which require first aid ... see guidelines below.
- Provide information for staff on the arrangements for first aid.

Guidelines

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The school has at least 3 trained paediatric first aiders. The designated first aid staff receive regular first aid training.

Disposable gloves should always be used when dealing with blood, and then placed in the medical bin in the staff toilets.

First Aid bags are stored throughout the building, and should be taken on trips and off site visits.

The checking and ordering of stock is carried out by a designated staff person who fills the bags around school, dispose of any out of date items and ensures that enough stock is maintained to supply the school. There is no first-aid budget; stock is purchased on a need basis.

During playtimes and lunchtimes, injuries that require first aid treatment should be dealt with in the first instance by the teachers / Mid Day Assistants on duty. For injuries that go beyond those covered by basic training, children should be taken to a designated First Aider.

If a child receives any injury which causes concern, parents will be informed and where appropriate given the option of coming to school to check the child themselves.

All head bumps/injuries must be recorded (including a brief description of the incident) and parents will be notified.

A note should be made in the accident log book, which is kept in the Office, of all actions taken. Serious accidents also require an accident form to be completed – [see Appendix 1 below](#) - and may require statements from all staff involved. Any child that does go home must be recorded as having done so and the class teacher must be informed.

Accidents to staff must also be reported and a record made at the school office.

If a child has an accident, which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical treatment. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. If parents cannot be contacted a member of staff will accompany the child and stay with them until the parents arrive.

In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child.

Illness

The decision to send an unwell child home will be made by the Headteacher or Deputy Headteacher. If neither are available the Class Teacher will make an informed decision.

Vomiting and diarrhoea

There are buckets in each classroom for pupils who feel sick. Mops and buckets may all be found in the cleaner's cupboard. Vomit must be treated as a biohazard and the area must be thoroughly disinfected.

If a child vomits or has diarrhoea in school, they will be sent home immediately.

Infectious Conditions / Rashes

If a child is suspected of having an infectious condition, a member of staff will look at their arms or legs. To look at a child's back or chest would only be done if the school were concerned about infection to other children. In this case another adult would be present and would not be completed without the child's consent.

If your child has any of these infections they will need to stay off school for a prescribed period of time. The Headteacher or school office will advise timescales.

If a child is suspected of having Covid 19, the arrangements as set out in the Covid 19 Risk Assessment, should be followed.

Head lice

Staff do not examine children for head lice. If we suspect a child has head lice we will inform you and ask you to examine them.

Pastoral care

Sometimes a child presents as ill when they are upset. Staff will use their discretion in such cases, and ensure that the cause is dealt with. It is the class teacher's responsibility to inform parents of significant pastoral care needs.

Medication

Please see separate policy on supporting children in school with medical conditions.

Medical issues concerning individual children

Information about children who have a medical issue, including allergies is recorded and kept in the Registers . In the event of a child being admitted who needs specialist medication (including epi pens), specialist training will be sought.

Conclusion

First aid and minimisation of risk is everyone's responsibility. This policy will promote consistency and ensure clear guidelines and record keeping.

Appendix 1



Accident, Incident and Near Miss Report

Date of Accident, Incident or Near miss	
Person affected / class if relevant	
Detail ... causal factors	
First aid / doctor / hospital involvement: diagnosis and advice given	
Recommendations from the investigation: OH referral , job adaptation, RA adaptation etc	
Report completed by:	
Report completed on:	

