

# HOLY CROSS CATHOLIC PRIMARY SCHOOL



## First Aid Policy

# Autumn 2023

**Mission Statement Motto:** *Building relationships with God and each other, working hard in faith and hope to give our best in all things.*

### **Mission Statement**

Holy Cross is a Catholic Primary School. Its religious dimension lies at its heart and is fundamental to its existence. Its ethos is based around Christian values as laid down by the person of Jesus Christ, and exemplified in His teaching.

### **Our Mission Statement expresses this clearly:**

Holy Cross is a Catholic school which seeks to build a closer partnership with parents, the parish and the wider community.

We work hard to provide an environment which is secure, stimulating and happy and where everyone is appreciated and enabled to give of their best.

We encourage all to have respect for each individual, to be honest, tolerant, just and forgiving and to develop a closer relationship with each other and through this, a closer relationship with God.

### **We recognise Jean Baptiste Debrabant's vision that:**

*"A Christian based education is a sure hope for the future of religion and society."*

Holy Cross Catholic Primary School believes it is of paramount importance that children are in school as often as possible in order that they can make the best possible progress. The health and welfare of children is of paramount importance and we wish to support all parents who have any concerns. In order to maintain a clean and healthy environment for all our children we ask that parents refrain from bringing children to school if they are unwell and displaying signs of illness (unless they just have a cold in which case they should be encouraged to come to school).

The Governing Body has a responsibility to ensure that the First Aid Policy is effective and all staff have a duty of care to the children in our school.

We recognise our responsibility to promote a culture where health issues are discussed in an open and positive way to achieve high standards.

### **Aims:**

- To ensure sick children are identified
- To ensure sick children are cared for appropriately
- To protect children and adults from preventable infection
- To enable staff and parents to be clear about the requirements and procedures when children are unwell
- To deal efficiently and effectively with First Aid emergencies that may arise while children are in our care

### **Notifiable Diseases**

If a notifiable disease is suspected or reported by a parent/carer, the Head Teacher will contact the Health Protection Team and school will follow the advice given. The school will also inform Ofsted if a notifiable disease is confirmed by the Health Protection Team.

### **Absence of Sick Children from School**

Parents of children with infectious, contagious or communicable diseases should consult their GP and follow medical advice.

**Coughs and colds** do not normally require absence from school, but this depends on the severity and how the child is able to cope with the school routine. If a child appears unwell, we may ask that the child is taken home.

A child who has **sickness and/or diarrhea** whilst at the school must be collected immediately and kept at home for 48 hours following the last bout of sickness or diarrhea.

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Ofsted will be notified of any **food poisoning** affecting two or more children looked after on the premises. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident.

### **Sun Protection**

In hot weather, long-lasting sun cream should be applied to children before school. Children should wear a hat when playing outside in the sun. Staff will encourage children to drink water frequently and use shaded areas. If the weather is exceptionally hot then the Head Teacher may take further precautions, such as limiting the time outside.

### **First Aid**

Our duty to provide first aid is governed by the Health and Safety (First Aid) Regulations 1981. These regulations require the school to carry out a Risk Assessment to determine what first aid facilities and personnel are necessary to meet the needs of our school. It is our policy to ensure that appropriate firstaid arrangements are in place, including sufficiently trained staff.

We are required to review this Risk Assessment periodically to ensure that current provision is adequate and we consider a number of factors, including:

- Size of school
- Location of school
- Type of school
- Building layout
- Past history of events
- Needs of travelling and/or lone workers

At least one member of staff with a current Paediatric First Aid certificate will be in Early Years at all times when children are present and will accompany children on outings. The names of qualified First Aiders are displayed around the school.

First Aid boxes are located around the school and are regularly checked by the Medical Lead to ensure the contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981. PPE is also be provided.

The First Aider accompanying an off-site visits or outings will take responsibility for First Aid and supplies.

### **Responsibilities of First Aid Personnel**

The Office First Aider is responsible for:

- First Aiders training and renewal, including Paediatric First Aid
- Taking charge when someone is injured or becomes ill and arranging further help if required
- Maintaining First Aid and PPE provision, equipment and supplies
- Maintaining reports and records in line with school procedures and statutory requirements
- Reviewing the First Aid Risk Assessment at least annually

First Aiders are responsible for:

- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards in school
- Responding promptly to all requests for assistance
- Summoning further help if required (eg ambulance service, contacting GP)

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- Looking after the casualty until recovery has taken place or further help has arrived
- Reporting details of events and administered first aid on the school Medical form

### **Pupils with Specific Medical Needs**

Details of Pupils with Specific Medical Needs can be found on Arbor. Pupils with specific needs have a personal care plan to ensure their safety and this should always be consulted in the event of an accident or illness.

### **Procedures**

In the event of **major injury**, an ambulance will be called immediately and parents contacted. A qualified First Aider must be consulted without delay to give appropriate treatment.

The Headteacher **MUST BE CONSULTED** in the event that a child, member of staff or visitor sustains a major injury or injury of the following nature:

- Cut to head or serious knock
- Suspected sprain or break
- Burns
- Stings (due to the possibility of allergic reaction)

In addition, the Headteacher **MUST BE CONSULTED** where treatment is given to pupils who are known to have a specific illness, ie Diabetes, allergic reactions and Epipens in school, irrespective of the type of illness or injury sustained. **On NO ACCOUNT must these pupils be left/sent to self-administer their own treatment.**

All **head bump incidents** must be reported to parents/carers by telephone as soon as possible and followed up with a written accident form.

It is not necessary to consult the First Aider in the event of **minor incidents**, which may be treated with pastoral care. Examples of these are:

- Minor cuts, grazes
- Pupils who feel or who are actually sick
- Minor marks to the body and bruising from skipping rope burns etc
- Soiled clothing/mud on clothes

All accidents/incidents, both minor and major, are to be recorded on the school accident form.

Once treated, the class teacher must be informed of incidents, so that they can liaise with the parent/carer at the end of the school day. Should the child be feeling unwell or sick in school, the class teacher must be consulted to reach the decision to contact parents/carers for the child to be collected from school.

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