



St John's CofE Primary Academy

Executive Principal: Matthew Seex

**Co -Chair of Local Academy Committee: Zoe Heath
and Gregory Shilton**

First Aid Policy

St John's CofE Academy, Wednesbury

Academic Year 2024-2025

Reviewed November 2024

First Aid Policy 2024-25

Policy Statement

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. This care should extend to emergency first aid provision.

The administration of medicines, including supporting those with Asthma, can be found in our Management of Medical Conditions policy.

Policy Aims and Objectives

To implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

Introduction

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained.

First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives.

The aims of first aid are threefold:

- Saving life by prompt and initial action;
- Preventing the injury or condition from deteriorating;
- Helping recovery through reassurance and protection from further danger.

Qualified First Aid Staff

First Aid staff must hold the appropriate up-to-date Paediatric first aid certificates or First Aid At Work Certificate and should attend renewal courses as appropriate.

Our current qualified First Aiders for First Aid at work are: Ben Mills and Kim Boughton.

All class teachers and support staff hold Paediatric first aid certificates.



Mrs. Boughton



Mr Mills

The Arrangements for Applying the Policy First Aid Provision

At St John's we ensure that there are appropriately trained staff to administer first aid at all times.

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid Certificate must be on the premises at all times when children are present. In addition, there must be at least one person on outings who has a current paediatric first aid certificate. Since April 2017 all newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting.

The first aid certificates held are displayed in the individual settings and a list is kept by the safeguarding lead. Each classroom has a First-Aid box containing relevant resources. Additional First-Aid Materials and Equipment All First Aid resources and equipment are stored in the Phase 1 and/or Phase 2 Medical Rooms.

First aid boxes must only be used to store first aid materials and nothing else. They must not contain tablets, medications, creams etc.

It is the role of Mr Ben Mills to regularly check the contents of first-aid containers and the contents must be restocked as soon as possible after use.

Sufficient supplies should be held in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed. If any first aider notices that a supply of a certain item is running low the office should be notified immediately.

First Aid Arrangements During lessons

The teacher is the person in the first instance who makes a judgement as to whether a child needs to be seen by a first aider or not. For example, if a child has a headache, a first aider cannot do anything about it. In this instance the child should stay in the class under the supervision of the teacher.

If there is a time when the teacher decides that the child needs to go home, a note should be sent to the office for parents to be called and the child collected. If you need a second opinion or the child is hurt and needs to be seen by a first aider, the procedures are as follows: -

Seek advice/ help from first aider in own class or phase;

- If no first aider is present in class or phase seek advice/help from the alternative phase

- If no other first aider is available please contact the school office;

During Break

It is the responsibility of class teachers to ensure that the class medical box is taken out to lunch and back into class when children return for registration.

If a child requires first aid treatment during the lunch hour they will be treated initially by staff on duty.

If a first aider is required on the playground to deal with an injury a message will be sent to the school office who will locate a first aider to the situation.

First aid will be recorded in accident books and verbally communicated with class teachers. Messages that need to go home (for example a head injury) will be sent to the office.

During Lunch

It is the responsibility of class teachers to ensure that the class medical box is taken out to lunch and back into class when children return for registration.

If a child requires first aid treatment during the lunch hour they will be treated initially by LTS.

When on duty, lunch time supervisors are to wear hi - viz jackets and carry a small portable first aid kit that contains the following:- 1. Gloves 2. Plasters 3. Wipes 4. Accident Forms 5. Pen 6. Eye wash. It is the responsibility of each member of staff to replenish their small portable first aid kit. Staff to notify Ben Mills or Kim Boughton if the stock levels are running low or they have taken the last piece of equipment.

If a first aider is required on the playground to deal with an injury a message will be sent to the school office who will locate a first aider to attend the scene. If a second opinion is sought for any situation this should be referred to the school office.

First aid will be recorded in accident books and verbally communicated with class teachers. Messages that need to go home (for example a head injury) will be sent to the office.

Educational Visits

It is good practice that a qualified first aider must accompany all classes on visits out of school. Where a first aider is not able to accompany the trip, the staff member in charge must ensure a first aider is on site at the venue.

A portable First-Aid kit and individual pupils' medicines must be taken on all Educational Visits. This is the only time medication will be allowed outside the designated storage area for medicines in school. On such visits medicines are to be transported and administered by a designated member of staff (see Educational Visits Policy and relevant authorised Risk Assessments for each visit).

In the case of the Foundation Stage this person must be paediatric first aid trained. A first aid kit will be taken on all school trips. Any serious accidents requiring hospital treatment occurring whilst on an Educational Visit, an ambulance will be called. A member of school staff will accompany the child to the hospital. School will be notified who will contact parents who will meet the child at the hospital.

Important Information

- Any child receiving first aid treatment will be recorded in Accident Reporting Book located in class medical boxes;
- Children will be kept under observation for a short while after receiving treatment to check that they are ok to resume normal activity;
- Class teachers will be informed of any accidents requiring first aid during break and lunch time so that parents can be informed at the end of the day;

- Parents will be contacted by the school office for any child with an injury is to the neck or above and/or an injury that may cause anxiety (e.g. significant graze to legs);
- A parent will be contacted by the school office for a serious or significant injury where it is judged by a first aider that a parent needs to attend school immediately.

Serious Accidents

In the event of a serious accident, where the child needs to attend the hospital, the school office will contact the home who will make arrangements to take the child for emergency treatment; If the home cannot be contacted the school will organise for the child to be taken to the hospital to receive treatment and school will continue to try and make contact with the home to inform them of the situation.

In the event of a more serious accident school will call for an ambulance before calling the home. Where possible, this call will be made by a member of SLT.

If parents have not been contactable prior to the ambulance arriving at the school then a member of school staff will accompany the child to the hospital and will meet parents there.

If a child is sent to hospital or a parent chooses to take the child to hospital, a member of SLT will be informed ASAP and this will be recorded on the Sandwell RIDDOR reporting system. St. Chad's Academies Trust will also be informed via the Smartlog System and directly with the Compliance Officer if deemed necessary.

Infection Control

To minimise the risk of infection all first aiders will wear disposable gloves before administering first aid; All disposable items must be disposed of in plastic bags in line with the Infection Control Policy.

Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought

In suspected cases of infectious diseases such as COVID-19 staff will use social distancing techniques while continuing to reassure and support the pupil.