

# First Aid Policy

## ST. GEORGE'S CATHOLIC PRIMARY VOLUNTARY ACADEMY



### St George's Catholic Primary Voluntary Academy

*We are learning and growing together as God's family.  
We will always do our best to love and respect each other as we  
prepare for our future.*

**Policy Date: July 2022**

**Next Review Date: July 2023**

## **First Aid and Illness**

- The school has several registered First Aiders. The teaching assistants and midday supervisors are trained in basic first aid/paediatric/emergency life support.
- Children who feel unwell should be sent to the welfare room.
- Monitoring of unwell children will be responsibility of the welfare staff.
- The decision to send unwell children home will be solely the responsibility of the welfare officer, headteacher or deputy.
- Children with individual medical needs will have care plans – staff will be aware of any such pupils in their class. In the event of illness, these plans will be followed. A checklist for each class will be kept in the registers for supply and other teachers. Full details will be kept in the office.
- A first aid kit is always taken with a group to any off-site activity. Monitoring of first aid boxes in class/link areas will take place monthly by designated staff.

## **LOCATION OF FIRST AID BOXES**

The first aid boxes are located:

- In the welfare room
- All the classrooms/link areas

## **ACCIDENT PROCEDURE**

- The injured person will be seen by an adult and referred to the first aider/appointed person if necessary.
- If the first aider believes hospital treatment is required, that person will, in consultation with the headteacher or nominated deputy:
  - Arrange for emergency services (999) to be summoned if necessary.
  - Arrange for parents to be informed.
- All accidents will be fully recorded in the accident book by the person *who initially dealt with the incident*.
- Parents will be informed by the welfare assistant or headteacher of significant accidents and the treatment given.
  
- At playtimes the member of staff on medical duty will deal with minor injuries.
- At lunchtimes the welfare assistant will deal with minor injuries.
- Parents will be informed of any head injury by usual medical slip and also will receive a text or phone call.
- Parents will be informed of any significant bruising or marks on a child's body and in some cases, will be asked to come and see their child.

## **SCHOOL VISITS**

In the case of a residential visit, trained school staff in conjunction with the residential first aider will administer first aid. Reports will be in accordance with procedures at the residential centre.

In the case of day visits, we will seek permission from the pupils' parent/guardian to administer if necessary.

## **PRESCRIBED MEDICINES**

Prescribed medicines should be kept in a lockable cabinet and may be administered in school (by any of the first aid team) where it is deemed essential. Most prescribed medicines can be taken outside of normal school hours. Wherever possible, pupils administer their own medicine, under the supervision of a member of staff. In cases where this is not possible, the staff member will administer the medicine.

If a child refuses to take their medicine, staff will accept their decision and inform the parents accordingly.

In all cases, we must have written parental permission outlining the type of medicine, dosage and time the medicine needs to be given. These forms are available in the welfare office.

Staff will ensure that records must be kept detailing the background of any medicine, which has been given.

All inhalers held in school must be of the blue type.

**Non prescribed medicines may not be taken in school.**