



## **ST ANDREW'S CE PRIMARY SCHOOL**

### **First Aid Policy**

*This Policy reflects St. Andrew's Church of England Primary School's Christian ethos and mission statement. It was written with our Christian values of Justice and Perseverance in mind.*

#### **Rationale**

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, dealing with asthma and headlice.

The school has a separate policy for the administration of medicines.

#### **Purpose**

This policy:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

#### **Guidelines**

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.

This policy is annually reviewed and updated. This policy is written with reference to the Oxfordshire First Aid Procedure.

#### **Conclusion**

The administration and organisation of first aid provision is taken very seriously at St Andrew's CE Primary School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the annual Health and Safety checks by Oxfordshire County Council.

First Aid Policy Guidelines

First aid in school

At St Andrew's CE Primary School, we aim to ensure that there is at least one first-aid trained and one paediatric first-aid trained member of staff in school at all times (during the school day and extended school day). This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible with staff absences.

In Foundation Stage all staff members have emergency first aid treatment and there is a member of staff with Paediatric first-aid training.

For each breaktime the school has a nominated first aider. Most lunchtime supervisors are firstaid trained. At breaktimes there is someone available with Paediatric training. When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits. For Foundation Stage visits, we ensure that a paediatric first-aider accompanies the group. During activities outside of the school day (after school clubs), there is a designated first-aider onsite at all times.

## **Training**

All staff are offered emergency first-aid training. The staff (teaching, teaching assistants and mid-day supervisors) receive emergency first aid training every three years. The school keeps a register of who is first-aid trained and when their training is valid until. The headteacher is responsible for organising first-aid training.

## **Roles and Responsibilities**

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

## **Appointed Persons**

The headteacher is the appointed person within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the headteacher the next senior person will carry out this role.

## **First Aid Facilities**

The school has a first-aid medical cabinet in the main office in Manser.

This cabinet contain sufficient first-aid materials to administer first aid as recommended by the HSE.

The school has several travelling first-aid containers used for off-site visits. These are kept in the office and contain supplies recommended by the HSE.

This policy is monitored by the Governing Body and will be reviewed every 2 years.

Signed \_\_\_\_\_ (Headteacher) Date \_\_\_\_\_

Signed \_\_\_\_\_ (Chair of governors) Date \_\_\_\_\_