



**St Joan of Arc School**  
Growing together

**Policy**

# **First Aid**

**2023-26**

# Mission Statement

The Members of the Community of St Joan of Arc School, by respecting each other, learn and grow in the love of Christ.

## Aims

1. To provide adequate first aid provision and medical care for pupils and school personnel.
2. To have in place qualified first aid personnel.
3. To have in place adequate first aid equipment.

## Strategy

### a) Identification & Awareness

- Parents must inform the school of their child's medical condition and any medical condition of their child that may be a cause for concern.
- School personnel must be suitably trained in identifying pupils where a medical condition may be developing.
- School personnel must report any concerns they have on the medical welfare of any pupil.

### b) Training

- For all nominated personnel to undertake training in first aid, administration of medicines and awareness of medical problems in pupils.
- A record of trained personnel is kept centrally.

### c) Administration of Medicines

- Procedures are in place for the administration of medicines for pupils.
- Before the school administers any medication the parent must complete the necessary paper work.
- Records are kept of the administration of medicines.

### d) House Keeping

- All medicines must be securely stored in a central location.

### e) Emergencies

- A procedure for dealing with accidents is in place.

### f) Records

- Records are to be kept for all pupils.

### g) Reporting

- Parents are to be informed of accidents especially head injuries.

## Intimate care

In the event of an injury/soreness in an area of the body that could be described as intimate, 2 or more first aiders must be present.

## **MONITORING**

The First-aid policy will be monitored by the Head Teacher and Governing Body. It will be updated (if necessary) every year.

## **CONCLUSION:**

It is the responsibility of all members of the St. Joan of Arc School community to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving a healthy and safe environment for the whole school community.

THERE ARE 2 ATTACHEMENTS TO THIS DOCUMENT:

APPENDIX 1

APPENDIX 2

## APPENDIX 1:

### RESPONSIBILITIES

#### (i) The Governing Body

The governing body accepts its corporate responsibility as an employer, under the Health and safety at Work etc Act 1974 (HSWA), for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.

They will also ensure that their insurance arrangements provide cover for claims arising from actions of staff acting within the scope of their employment. All reasonable steps will be taken to fulfil these responsibilities.

#### (ii) The Head teacher

The Head teacher has primary responsibility for Health and Safety matters (in this instance First-aid) within the school. In the Head's absence the Deputy, or whomever the Head nominates, will assume this responsibility.

#### The Head teacher is responsible for:

- a) Setting up arrangements to cover all First-aid legal requirements;
- b) Monitoring the effectiveness of the arrangements;
- c) Producing a written statement to be approved by the Governing Body and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time.
- d) Resolving First-aid problems;
- e) Noting all the guidance produced by the Health and Safety Adviser from the LEA on First-aid issues and bringing them to the attention of relevant staff;
- f) Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access;
- g) Ensuring that elected personnel are in possession of qualified First-aid status and that they have an option to renew their certificate after each three year period;
- h) Maintaining a list of qualified First-aid representatives on site;
- i) Being readily available to First-aid representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties;
- j) Receiving reports from First-aid representatives and responding to them within a reasonable time;
- k) Ensure that a regular risk assessment\* is undertaken by the Head, Health and Safety Committee to determine any additional provision; \*(The Management of Health and Safety at Work Regulations 1992)
- l) Ensure that arrangements are made for every employee to be given a copy of this First-aid policy;
- m) Ensure that parents are aware of the school's First-aid policy;
- n) Ensuring that First-aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits;

### **(iii) Teachers and other school staff**

- a) Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks.
- b) There is no legal duty which requires school staff to administer medication; this is a voluntary role (DfES 1996). There are guidelines to help those staff who volunteer and are appointed by the Head.
- c) Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.
- d) The school will ensure adequate and appropriate training and guidance for staff who volunteer to be first-aiders/appointed persons.
- e) The school will ensure that there is sufficient trained staff to meet the needs of the school community.

### **Designated First-aiders**

- a) Appointed First-aid representatives must complete a training course approved by the Health and Safety Executive (HSE);
- b) First-aiders will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- c) When necessary, First-aiders will ensure that an ambulance or other professional medical help is called;
- d) At all times First-aiders will ensure that health and safety guidelines are followed when administering first-aid as outlined below:
  - Protective gloves are worn at all times when dealing with incidents;
  - Bodily fluids are cleaned up with appropriate treatments and disposed of immediately;
  - Waste products from treatments are disposed of in a designated disposal unit specified for such waste products;
  - Hands are washed before and after dealing with each incident;
  - Each minor incident is recorded in the Incident book, which must include:
    - \* The date, time and place of the event;
    - \* The name (and class) of the injured or ill person;
    - \* Details of the injury/illness and what first aid was given;
    - \* What happened to the person immediately afterwards (for example went home, went back to class, went to hospital);
    - \* Name and signature of the first aider or person dealing with the incident;
  - Any serious incident/accident will be reported to the Head teacher immediately and be recorded by the Head in the B1510 Statutory accident book or the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations book (RIDDOR);

### **Parents/Guardians:**

- Must be informed by the school immediately when a serious injury or accident occurs;
- Are responsible for informing the school of any infectious/contagious illnesses and diseases their child may have;
- **The school has the right in accordance with the HSE rulings and the Department of Health guidelines to refuse a child to attend school whilst they are being treated for the above, particularly if they are contagious and may affect the well being of the children and staff.**

## **APPENDIX 2:**

### **FIRST AID MATERIALS, EQUIPMENT AND FIRST AID FACILITIES:**

It is the Governing Body and Head teacher's responsibility to provide proper materials, equipment and facilities at all times.

The Education (School Premises) Regulations 1996 require that the school has a suitable room that can be used for medical treatment when required and for the care of pupils during school hours. This must contain a wash hand basin and be reasonably near to a WC.

The Head teacher will ensure that this facility is well maintained and kept in a hygienic condition.

- The School Welfare Officer will ensure that all first-aid equipment is clearly labelled and easily accessible.
- All first-aid containers must be marked with a white cross on a green background.
- First-aid materials will be ordered, stocked and monitored by the School Welfare Officer
- A travelling first-aid container must be taken on all school outings;

### **SUPPORTING PUPILS WITH MEDICAL NEEDS:**

Please see the Children with Medical Conditions Policy

#### **\*\*School Action:**

The school, where reasonably possible, will undertake to ensure that no food (other than school dinners/ packed lunches) will be given to children. This means that no food (sweets/treats) will be given as a reward by staff. No food will be given to children for birthdays/parties.

Regular training will be provided for staff regarding epi-pens. Training will be provided for the treatment of diabetes as and when required.

**In all cases where there is a special medical condition, parents must complete a registration form. The form contains a signed statement from the parent explaining what should be done in case of emergency.**

**This Policy is reviewed triennially  
or earlier if necessary by:**

**The Governing Body**

**It was last reviewed in**

**September 2023**

**It will next be reviewed in**

**September 2026**

