



First Aid September 2024

Mother Teresa Catholic Academy Trust

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Body Responsible for Review	Full Board / LGB



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MTCAT VISION & VALUES

VISION

"STRENGTH IN UNITY" - The power of a couple or team pulling together, working for the same goal, striving to reach a common destination, is far greater than the sum of its parts.

OUR VISION is to create a nurturing and enriching educational community where the light of Christ shines brightly, guiding the journey of our children aged 2-19. In unity, we will provide an exceptional Catholic education that empowers children to achieve their highest potential, guided by the light and truth of Christ. Together, we build a future filled with hope, love, and the promise of a brighter tomorrow.

STATEMENT

St Marys Catholic Primary School will undertake to ensure compliance with the relevant legislation regarding the provision of first aid for all employees, and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities. Responsibility for First Aid at St Marys Catholic Primary School is held by **The Responsible Manager and the First Aid Officer**.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives. Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment for the school to determine the first aid provision requirements for our premises. This will be produced using the Children's Services First Aid Needs Assessment Form (CSAF-002)
- Periodically review the First Aid Needs Assessment to ensure it is suitable, especially following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises, in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer First Aid in accordance with the First Aid Needs Assessment

- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training. The Responsible Manager will ensure that the appropriate numbers of qualified First Aiders, appointed persons and pediatric trained staff are nominated (as identified by the First Aid Needs Assessment) and that they are adequately trained to meet their statutory duties.

Qualified 'First Aid at Work' Staff. At St Marys Catholic Primary School there is/are 2 lead First Aiders: Leanne Henwood & Pauline Jones. They are responsible for administering First Aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to other members of staff (e.g. First Aid kit inspections).

Emergency First Aid in Schools. At St Marys catholic primary School there are numerous qualified 'Emergency in First Aid in schools' staff. The details of these qualified staff members are displayed at each of the first aid stations.

Pediatric First Aid Trained Staff. St Marys catholic primary school has qualified pediatric First Aid trained staff. They are: Amy Fisher, Amber Hazell, Kristina Florez and Sally Alderton. These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations.

First Aid Kit Provision. St Marys catholic primary school First Aid Needs Assessment has identified the following First Aid kit requirements:

- There are 13 full First Aid kits on the premises. First Aid kits are situated in the Kitchen, every classroom.
- The First Aid room in the Office is designated as the School First Aid room.
- One travel First Aid kit is kept in the minibus. Other travel first aid kits are to be signed out from the First Aid room when needed.

It is the responsibility of the qualified First Aider to check the contents of all First Aid kits each term, and record findings on the Children's Services First Aid Kit Checklist. The contents of first aid kits are listed under the 'required quantity' column on the checklist itself. Completed checklists are to be stored in the first aid file located in the School Office building.

Emergency Procedure

Upon being summoned in the event of an accident, the lead First Aider/ pediatric First Aid trained member of staff is to assess the situation and take charge of any First Aid administration/emergency treatment, in line with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether further action needs to be taken.

The lead first aider is to call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness/ seizure
- Whenever there is a fracture or a suspicion of one
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- When treating Anaphylaxis
- Breathing difficulties
- Severe bleeding
- Severe burns or scolds
- Heart attack or stroke

In the event of an accident involving a child, it is our policy to notify the child's parents if:

- The injury is considered to be serious (or more than minor)
- The injury is to the head (as there are occasions when marks and bumps appear after a child has been assessed). The child will be given a red wrist band to wear, which will be dated, so all staff are aware the child has a head injury.

To notify parents in an emergency St Marys catholic primary school will use all registered telephone numbers, leaving a message should the parents not be contactable. We will continue to make every reasonable effort to contact parents. In the interim, we will ensure that the qualified first aider or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment, and the parents cannot be contacted prior to attendance, the qualified First Aider or another member of staff will accompany the child to hospital

and remain with them until the parents arrive at the hospital.

In the case of a splinter the First Aider will endeavor to remove the object if it is clearly visible and not concealed by the skin. Parents will be made aware and permission sought before this happens.

Records. All accidents requiring First Aid treatment are to be recorded with (at least) the following information in Arbor on child's profile.

- Name of injured person
- Name of the qualified first aider
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- Storage of Accident Books will be stored in Compliance with GDPR Rules and School's Record Retention Guidelines

BACKGROUND INFORMATION

This document is a statement of the First Aid Policy for Mother Teresa Catholic Academy Trust. It was developed by the Trust Directors in consultation with Headteachers, Governors and Directors within the Trust.

Signed:	Date:	Review Date:
Sue Matthews Chair of Governors	01.09.24	01.09.25