



*Jesus is the centre of our lives,  
Our learning and friendships.  
In a safe, happy and caring community  
Where all are welcome.*

**HOLY CROSS CATHOLIC PRIMARY ACADEMY  
FIRSTAID POLICY  
July 2022**

**NEXT REVIEW July 2024**

## **Aims:**

The health and safety of all children at Holy Cross Catholic Primary Academy is of the highest importance to all staff. This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions. Please also refer to the Medical conditions policy.

Please note where the term 'parent' is used within this policy it refers to the parent or carer for the child.

## **On site first aid staff**

All MDAs, Office staff and Support Staff receive first aid training. In addition to this, we have two Paediatric First Aid trained members of staff.

First aid training is carried out in line with current Health and Safety recommendations. This is every 3 years to re-qualify as a first aider.

Our First Aid staff will administer to small cuts and bruises that are the normal occurrence in a school day.

## **Storage of first aid equipment**

First Aid equipment is kept in each classroom and in locked cabinets in the First Aid room/main office and in a location next to the school Library. In addition, all MDA staff carry emergency first aid equipment in their waist pouches.

## **On site provisions**

- The first aid equipment is regularly checked and managed by the office manager.
- Accidents are recorded on a minor accident form which are stored in the first aid area within the main office.
- Significant head bumps are recorded, parents are telephoned and receive a 'head bump' note.
- In the event of serious injury or concerns, first aiders must complete an accident/ incident report form, sending a copy to the Local Authority and directing the child/ adult to see a doctor or visit an accident and emergency department to seek further advice.
- Cuts are cleaned using non-alcohol wipes and if needed, plasters are available.
- Non-latex gloves are worn by staff when dealing with blood, these are located in the First Aid cabinet.
- Ice-packs are kept in the fridge in the main office and can be used to reduce the swelling for bumps and suspected strains and sprains- a cold compress will be used for head injuries.
- All medical waste is disposed of in a medical disposal bins provided.

## **Dealing with bodily fluids – blood etc.**

### Aim:

- To administer first aid, cleaning, etc., for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc.

### Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:

- Isolate the area.
- Blood loss – if possible give individual cotton pad to hold against themselves whilst you put on disposable gloves.
- **Always** wear disposable gloves and apron NEVER touch body fluids with your bare hands
- Clean the spillage area with diluted disinfectant, use bucket and mop or suitable alternative
- Double bag all materials used and dispose of in outside dustbin.
- Always wash hands after disposable of gloves.

## Off-Site Visits

All teachers taking children out of school for a trip or residential visit must be equipped with a first aid pack and will carry any medication needed for individual children. This is to be listed on the Risk Assessment for the visit. On site provisions are applied as reasonably as possible off site. A first Aid trained member of staff is in attendance at every off-site visit.

## Medical records

- Medical information sheets are sent out annually to parents/carers
- Care plans for a child are generated after meetings with the Inclusion Manager following identification of need. These are reviewed annually by the Inclusion manager or as needed as a result of any changes to the needs which parents have informed the school about.
- All important medical information is provided for class teachers and all staff on site who support the children.
- Records about those children with particular medical conditions or allergies are kept on the notice board in the First Aid area in the main office and food allergy information is held by kitchen staff.
- A medical needs register is managed by the Inclusion manager and office staff.
- All relevant information regarding medical conditions is passed on to the relevant teacher within the register, first aiders are aware of these.
- Food allergies are listed in each relevant child's register so that the teacher is aware.
- The school cook is notified of all children with food allergies. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children.
- All emergency phone numbers are kept in the contact file in the office unless recorded on the care plan.
- All forms are stored securely on site.

In certain circumstances it may be necessary to have in place an **Individual Health Care Plan**. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals.

They will include the following:-

- Details of the young person's condition
- Special requirements i.e. dietary needs, pre-activity precautions
- Any side effects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- Who to contact in an emergency
- The role staff can play

## Admissions

Holy Cross Catholic Primary Academy will not discriminate against pupils with medical needs

**Please refer to Medical conditions policy for further information.**

**Policy to be reviewed bi-annually.**

**Date of review: July 2022**

**Next Review: July 2024**