



Our Mission at St. Anne's is to live love and learn together whilst providing a loving, caring atmosphere enabling each child to develop intellectually, socially and spiritually. As a Catholic school the foundation of all we do is based upon Christ and His Gospel values of Love Peace and Justice.

We will strive to ensure that the members of our community are happy and fulfilled in their lives at school.

Aims

The Aim of this Policy is to set out guidelines for all Staff in school in the administering of First Aid, and to determine whether or not the child is in need of 'First-Aid' or merely 'Pastoral Care'. Having such clarity will help us to ensure we are providing the best possible provision for safeguarding our pupils. This is in line with the DCSF document 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'

Classification & Staffing

Our designated First Aiders are:

Mrs L Long, Mrs M Miller.

Other Paediatric First Aiders are:

Mrs A Turley

Mrs G Lingwood

Miss K Wallis

Mrs H Padley

Mrs J Clifford

Mrs T Dennis

All other staff members have received emergency first aid training

Classification for incidents such as the following is **'FIRST AID'**

The above members of Staff must be consulted in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature: Cut to head or serious knock Suspect sprain or break

Burns

Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of Staff must be consulted to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with epipens in school - irrespective of the type of illness or injury sustained. On no account must these pupils be left / sent to self-administer their own treatment.

Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted.

The First Aid Staff attend regular training and have current certification.

Classification for incidents such as the following **'PASTORAL CARE'**

Consultation from the designated member of First-Aid staff should not be sought in the event of minor incidents which may be treated with Pastoral care.

Examples of these are:

- Minor cuts or grazes
- Pupils who feel - or who are actually – sick
- Minor bumps to the head – i.e. pupils colliding in the playground.
- Minor marks to the body (bruises), skipping rope burns etc
- Dog-dirt on shoes/soiled clothing/mud on clothes etc

First Aid

In the event of **major injury**, the designated member of First-Aid staff should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Should the injury require medical assistance (i.e. Parent called into school / hospital visit / ambulance), a member of the office staff should be contacted immediately to seek urgent authorisation from the Head / Deputy Head Teacher (injury type permitting) and the relevant action taken.

Incidents during the day should be treated as follows:

- **DURING LESSON TIMES:** children may be sent to the office for an assessment of the severity of any illness or injury and appropriate action will be taken.
- **PLAYTIME:** children may be brought to the school office for treatment.
- **LUNCHTIMES:** The dinner ladies are responsible for First Aid Sandra Leach is fully trained. They may contact other first aiders or the Headteacher for support.
- Any child who is sent home or sent to a doctor or hospital, owing to injury in school, must be sanctioned by the Headteacher or, in her absence, by a member of the SLT.

In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with Parents/Carers/Out-of-school club/ at the end of the school day.

Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made.

Should the decision be that parents be notified/the child needs to go home, the office should be contacted to confirm authorisation with the Head/Deputy Head Teacher, and Parents contacted.

EPIPENS

The **administering of epipens must be carried out by the nearest member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first.** Staff will be trained in the use of epipens. Children or staff who need epipens will carry these with them.

PUPILS WITH SPECIFIC NEED

Details of Pupils with specific need i.e. diabetic/severe allergies/epipens etc may be found at the front of each register. Please take time to familiarise yourself with the pupils concerned and their individual potential need.

INCIDENT REPORTING

All incidents requiring first-aid (whether minor or major) must be recorded either on a form or in the accident book.. Blank forms are available from the school office. A copy of all report forms should sent to the school office for filing.

Treatment

School has a ready supply of minor first aid equipment. These may be found in the school office and in the classrooms.

Dinner ladies have an identified (high viz jacket) first aider who will carry a First Aid Kit. On school trips class teachers must take

- First Aid Kit
- sick bucket
- list of pupils with specific medical needs
- school phone number

The administering of items such as antiseptic creams etc are not permitted in case of allergic reaction. Cuts and grazes should be treated with gauze and clean water and elastoplasts / micro pore applied where applicable.

There are buckets for pupils who feel sick. Cleaning equipment may be found in the Cleaner's store.

Class Medical List :

Every Class register must have a Class Medical List and a list of pupils with specific dietary requirements and other medical conditions such as asthma.

It should be made clear whether these pupils have medication in school for their medical needs. The child must be aware that they need to report to their class teacher, headteacher, dinner lady or first aider should they be feeling ill.

Kitchen staff / Senior dinner lady / Class dinner lady also need to be informed if a child has a food allergy or requires medication.

PUPILS WITH SPECIFIC DIETARY REQUIREMENTS

Pupils must be fully risk-assessed when food-tasting activities take place at school.

Signed _____

Dated _____