

London Borough of Havering

St Patrick's Catholic Primary School



First Aid Policy

*We show our love for Jesus in all we do and say.
Celebrate our gifts and our talents
As we enjoy learning and playing together.
We try to follow the example of St Patrick within our school
Community.*

Summer 2024

Review date – Summer 2026

This policy should be read in conjunction with the “Supporting pupils at School with Medical conditions – Policy and Procedure”, if appropriate.

First Aid Policy

This document has been produced in conjunction with the School’s Health and Safety policy.

Aims:

- The school acknowledge their responsibility to ensure the safety of their staff, pupils and visitors whilst on the school site, or during any off-site activity arranged by the school.
- The school will comply with the Health and Safety (First Aid) Regulations by ensuring that adequate and appropriate equipment and qualified first-aid personnel are provided and available.

Objectives:

The school will ensure that:

- The appropriate number of first aiders/appointed persons required to meet the needs for the school are identified and that they receive the relevant training. This must include follow up or refresher training in order to carry out their duties;
- Adequate and appropriate equipment and facilities are provided;
- The appropriate first aid arrangements are in place for all off-site activities/trips;
- The necessary first aid arrangements are in place for out of school hours, e.g. before and after school clubs, lettings, parents evenings, etc.
- Staff and parents are informed and aware of the school’s first aid arrangements;
- Records of all accidents/incidents are kept and where required, reported to the Schools’ Health and Safety Team.

Arrangements:

- The school recognise that the Health and Safety (First Aid) Regulations set out specific requirements for employees; however, there remains a clear duty of care for the pupils within the school, which can only be provided by allocating a sufficient number of appropriately trained first aid staff. The school have carried out a suitable and sufficient risk assessment in order to identify the number of trained first aiders with the necessary controls required and have safe working procedures in place as a result.

- In line with the school's H&S policy and the guidance from the LA, the school will ensure that agreed appropriate first aid cover for the whole working day, including where appropriate, after school club, PTA meetings, cleaning/catering arrangements etc. Consideration has also been given to ensure that first aid cover is available at all times within the school environment.
- The school will consider the needs for all persons that they have a responsibility for and that any additional controls are implemented where necessary.
- Any staff that are trained in first aid and will be trained to the appropriate level, in addition to the staff trained to First Aid at Work level, the school also have nominated staff trained in Paediatric First Aid level.
- Details of current trained first aiders are displayed in the First Aid Room. Any pupils, staff or visitor should report to the school office should treatment be required.

This policy will be monitored for effectiveness and reviewed frequently. Additional checks and audits will take place to ensure that the systems and procedures are satisfactory and are being followed by staff.