Sacred Heart Catholic Primary School

FIRST AID POLICY

Mission Statement:

Learning and loving with Christ as our teacher.

Policy Review

This policy will be reviewed in full by the Governing Body.

Review Frequency	Annually
Last Review Date	11/09/24
GB Adopted	09/09/25
Next Review Date	Oct 2026

Signature: *Linda Payne* Date: 9th September 2025
Executive Head Teacher

Signature: Vivienne Morgan Date: 9th September 2025
Chair of Governors

Aims

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

This policy should be read in conjunction with the school's Health & Safety policy and the Intimate Care policy.

Every Child Matters Outcomes: Be Healthy; Stay Safe; Enjoy and Achieve; Make a Positive Contribution

Procedures:

Minor Injuries – Cuts

1. Children are sent in to First Aid in pairs.
2. The First Aider should wear clear plastic gloves when dealing with blood related injuries
3. All blood related swabs used to mop up injuries should be placed in the red bin at the first aid station
4. When bathing a wound use either a wet tissue or a wipe and apply gently to the affected area.
5. Dry with a tissue carefully.
6. Apply a plaster if necessary, but check with the list displayed in the staff room and in the rucksack to make sure that the child is not allergic to plasters
7. Write all accidents in the accident book. This is kept in the Medical room.

Minor Injuries - Bumps

1. For a cold compress use the ice packs. These are kept in the freezer in the office room.
2. ALL HEAD INJURIES MUST BE REPORTED IMMEDIATELY TO THE OFFICE. The office staff will then contact parents depending on the injury.
3. Parents may need to be contacted about their child if accidents/illness. Keep the conversation calm and explain what has happened. Decide if they need to pick their child up or if they need to go to hospital. The Head of School or Senior Management should be kept informed at all stages and should deal with these matters.
4. Write all accidents in the accident book. This is kept in the Medical room.
5. If the injury involves a “bump” to the head the child will be given a letter to give to their parent/guardian on return home.

Other Injuries/illnesses

If a first aider judges that a child is sufficiently unwell or hurt to remain in school contact will be made initially with the child’s parents or guardians to come and collect them. If they are not available contact will be made with any other emergency contacts known to the school (SIMS database).

If contact cannot be made a judgement will be made with the Head of School or Assistant Headteacher about taking the child to the local hospital. They will be accompanied by a member of staff who has appropriate insurance for their car to transport children and holds an enhanced CRB who will remain with the child until a parent or guardian can take over or child protection measures are initiated.

Write all accidents in the accident book. This is kept in the Medical room.

Serious Injuries/illnesses

1. Call 999
2. Contact parents
3. Write all accidents in the accident book. This is kept in the Medical room.

In the event of a serious incident the HCC Injury and Dangerous Occurrence report will be completed and sent to the Health and Safety team at County Hall (see attached).

Playground Procedures

Help cards are used to inform of an emergency in the playground at playtime and lunchtime and the person sending one in is asking for assistance. A help card may be given to a child to bring in to admin staff. Similarly a help card is also kept in each classroom and at the exits of each playground with the name of the area displayed on it to alert another member of staff that help is required.

In the event of a medical emergency, lie the patient in the recovery position, stay with the patient, send for another adult and call an ambulance if required.

A list of children with medical conditions is available on the staff room notice board and in teachers files.

FIRST AID

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:
Medical Room
The Administrative staff are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid –

TRAINED TO FIRST AID AT WORK LEVEL (3 days /18 hrs):

STAFF MEMBER'S NAME	ROLE	TRAINING

TRAINED TO EMERGENCY FIRST AID AT WORK (1 day / 6 hrs):

STAFF MEMBER'S NAME	ROLE	TRAINING
Anna Smith	Head of School	03/06/2024
Rachel McCarthy	Assistant Head & Phase 3/4 Leader	08/10/2024

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STAFF MEMBER'S NAME	ROLE	TRAINING
Anna Haywood	Teacher & Phase 5/6 Leader	08/10/2024
Lorraine Stapleton	Teacher & Phase 1/2 Leader	08/10/2024
Emma Travers	SENCO	03/06/2024
Suzanne Pryke	Office Manager	03/06/2024
Lara Clancy	Admission Clerk	03/06/2024
Eloise Candilio	Office Assistant	25/09/2023
David Aston	Teacher	08/10/2024
Jennifer Campbell	Teacher	08/10/2024
Josephine Hiscock	Teacher	08/10/2024
Jennifer Hussey	Teacher	08/10/2024
Katie Long	Teacher	08/10/2024
Georgina Montalvo	Teacher	08/10/2024
Mary Ann O'Connor	Teacher	08/10/2024
Harry Reynolds	Teacher	08/10/2024
Michaela Rosenthal	Teacher	08/10/2024
Emma Shi	Teacher	08/10/2024
Sarah King	Teaching Assistant/MSA	03/06/2024
Ciara Kirrane	Teaching Assistant/MSA	25/09/2023
Emily Pardoe	Teaching Assistant/MSA	02/09/2022
Evelyn McEvoy	Teaching Assistant/MSA	03/06/2024
Maggie O'Connor	Teaching Assistant/MSA	02/09/2022
Josephine Leavey	Teaching Assistant	02/09/2022
Emily Corrigan	MSA	03/06/2024
Emma Davis	MSA	02/09/2022
Cathy O'Sullivan	MSA	02/09/2022
Sandra O'Kelly	Cook/After School Club Assistant	02/09/2022
Georgina Inwood	Caretaker	03/06/2024

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/ 12 hrs):

STAFF MEMBER'S NAME	ROLE	
Chloe Saunders	Nursery Teacher	16/01/2025
Derval Loftus	Reception Teacher	10/06/2022
Iryna Poderenie	Breakfast & After School Club Assistant	15/06/2022
Paige Leavens	EYFS Phase Leader	05/11/2024

The Head of School will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

The Administrative staff will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital

If the First Aider or Head of School considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

Emergency: tel: 999
Hospital A&E departments: Mount Vernon Hospital 01923 826111
Watford Hospital 01923 244366
Schools nurse: 01923 470657 07827230894
NHS direct etc: 0845 4647

Blood Spillages

HCC guidance on Protection from Blood borne viruses and basic infection control will be followed.

INTIMATE CARE

We always have a sensitive approach where the issue of soiling occurs. On occasions where it is necessary to change a child, the class teacher will take responsibility if there is no teaching assistant in the classroom. All members of

staff have attended child protection training and are aware of correct procedures namely:

- If it is possible have two adults present.
- If not, leave the toilet door open and make sure another member of staff is aware of what is happening.
- If a child can clean and change him/her self they do, if not staff wear protective clothing and clean and change the child.
- At break and lunch times the members of staff on duty should send the child to the medical room to be changed.

Monitoring and review

The Governing Body, in consultation with professional advisers, carries out regular risk assessments to ensure that the school is a safe environment.

The Head of School implements this policy on a day-to-day basis, and ensures that all staff is aware of the details of the policy as it applies to them.

The Head of School reports to governors annually on health and safety issues.

Disability Equality Scheme

This policy supports the school's Disability Equality Scheme and it is available in a range of different formats, for disabled parents and the wider public.