

St. Joseph's In The Park



Policy Title First Aid	Date April 2019
Owner Head Helen Owen *Vanessa Sharp covering maternity leave.	Date for review April 2021

This policy is for whole school including EYFS.

See policy on **Managing Medication policy** and the **HCC Guidance on First Aid.**

All medical conditions and First Aid provision at school is supervised by the lead first aider, Helen Owen* Vanessa Sharp covering maternity leave. Lisa Claydon ensures that the Medical Room is properly resourced.

The Medical Room is situated in the Entrance Hall, opposite the Dining Room.

Held in the Medical Room are:

Epipens in named bags on a high shelf to the right on entry

Inhalors in named bags in the cupboard on the back wall.

First Aid Treatment Boxes On Windowsill

First Aid Travel Bags On Shelf

Lists of First Aiders are on the wall in

- Medical Room
- The Staff Workroom

The Accident Book is monitored by Miss Owen *(Vanessa Sharp) and employees must ensure that the appropriate entry is made as soon as possible.

Reporting an accident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 will be carried out by Miss Owen* (Vanessa Sharp) and Miss Tidiman.

The following staff hold first aid certificates and should be called should an accident occur that requires first aid.:

Doug Brown (Headmaster) Helen Owen* (Vanessa Sharp) (Lead First Aider)

Vanessa Sharp	Graeme Ellis
Jane Elson	Sandie Ash
Jill Cleveley	Lynn Bruce
Amy Keshwala	Leigh Magill
Bill Warne	Paul Ross
Lisa Claydon	Eileen Morris
Wendy Stephens	Carolyn Anderson

Prescribed staff will receive instruction in Emergency First Aid as an Inset every 3 years.

Early Years Foundation Stage

The following members of staff are qualified in Paediatric First Aid:

Ruth O'Brien	Sue Taylor	Sue Greenall
Dawn Hart	Sharon Capon	Jill Cleveley
Vanessa Alfieri	Sarah Burke	

First Aid Equipment Location

The Pre-School Department: First Aid cupboard in the Pre-school nursery toilets; above child height, on the wall next to the basins. Checked for stock by Margaret Santilli.

The Main School: First aid in Medical room. Checked weekly by Margaret Santilli

Woodlands: First aid box on shelf next to door.

Accident

An accident requiring treatment at hospital must be reported to:

Douglas Brown Helen Owen * (Vanessa Sharp)

The Governing Body (via Karen Tidiman)

Safety Communication

All employees should familiarise themselves with safety notice boards and read the information displayed on a regular basis. The Health and Safety Noticeboard is located in the Staff Room workroom.

Responsibility for all day to day health and safety matters lies with the Douglas Brown Headmaster. Raise all health and safety matters initially with your Head of Department.