

St. Joseph's In The Park



Policy Title First Aid	Date Summer 2021
Owner Head Helen Owen-Woodward (Lead first aider)	Date for review Summer 2023

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-Woodward. 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

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

First Aid Treatment Boxes on Windowsill

First Aid Travel Bags hanging under shelf

Defibrillator (and 'ready kit') just outside medical room door

Lists of First Aiders are on the wall in

- Medical Room
- The Staff Workroom

The Accident Book is monitored by Helen Owen-Woodward 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 Helen Owen-Woodward and Miss Tidiman.

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

Helen Owen-Woodward	Vanessa Sharp
Kobi deGraft-Johnson	Graeme Ellis
Bill Warne	Leigh Magill
Lisa Claydon	Elaine Marinos
Carolyn Anderson	Carolyn Horne

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 Jack-O'Brien	Sue Greenall	Jill Cleveley
Diane Lee	Sharon Capon	Sue Taylor
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 Lisa Claydon.

The Main School: First aid in Medical room. Checked weekly by Lisa Claydon.

Woodlands: First aid box on shelf next to door.

Accident

An accident requiring treatment at hospital must be reported to:

Douglas Brown Helen Owen-Woodward

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.