



OUR SCHOOL MOTTO IS:

## *Growing in Faith and Knowledge*

### OUR SCHOOL MISSION STATEMENT

St. Joseph's Preparatory School is a Catholic School, which was founded by the Christian Brothers and is a place where the staff and governors work to bring the Gospel values into all areas of School life and where prayer, worship and liturgy are seen as meaningful experiences.

Each child is encouraged to strive for the highest possible standards of work and behaviour, whilst learning to live as a well-mannered, self-disciplined and tolerant individual both inside and outside the classroom. The children learn to live as happy and caring members of a School community, which values their unique individual talents, and also the needs of others.

St. Joseph's Preparatory School values and nurtures a close partnership with parents and encourages the forming of meaningful links with the wider community. The children are encouraged to take part in extra-curricular activities in order to develop an interest in sporting, cultural and recreational activities.

St. Joseph's Preparatory School up holds fundamental British values and encourages respect for all people.

St. Joseph's Preparatory School recognises its legal duty to work with Local Safeguarding Children's Board acting on behalf of children in need or enquiring into allegations of abuse.

We recognise that pupils have a fundamental right to be protected from harm and require a secure environment in order to learn effectively.

St. Joseph's Preparatory School's Safeguarding Children Policy follows the guidelines laid down by the City of Stoke on Trent Safeguarding Children's Procedures and "Working Together to Safeguard Children" (2015) and "Keeping Children Safe in Education" (2016) (KCSIE)

Our motto 'Growing in Faith and Knowledge' encapsulates the School's Aims:

- To provide a caring, Christian community, in which individuals can develop fully.
- To strive for excellence in all areas – academic, sporting, musical etc.
- To provide an ethos which brings the Gospel message alive.
- To develop strong community links.

(St. Joseph's Preparatory School has achieved International School Status and is an Eco School.  
We are a Dyslexia Friendly School)

*St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

Co-ordinator: Miss E. Gerrard  
This Policy was reviewed: October 2018  
Next Review: October 2018

# **First Aid Policy**

## St Joseph's Preparatory School

### POLICY FOR FIRST AID POLICY

This Policy is applicable to all pupils, including those in the E.Y.F.S.

The Governing Body of St Joseph's Preparatory School understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness

#### Aim

The aim of our school is to create an atmosphere of carefulness both in and out of school; this is for all users of the school, children, school staff, parents and the community.

This Policy has been written in conjunction with all staff. This Policy comes within the remit of the Governors Finance and Premises Sub-Committee. Mr Stephen Hulme oversees matters of Health and Safety. Mrs Susan Hutchinson and Mr Peter Denson oversee the Health and Safety within the school and grounds. All Staff are expected to report Health and Safety to Mrs Hutchinson or Mr Denson. The named person for First Aid is Miss E Gerrard.

All staff and Governors are aware that the implementation of this policy ensures that First Aid is administered in a timely and competent manner.

The Health and Safety Risk and Fire Risk are assessed, monitored and reviewed annually in the Autumn Term by Mrs Hutchinson and Mr Denson. First Aid is regularly monitored and updated by Miss Gerrard assistance is given by the School Nurse Service if requested). This is reported to the Governing Body and an Action Plan drawn up.

Regular training in Health and Safety and First Aid take place for all staff in-line with recommendations from the Action Plan and current legislation e.g. Fire Marshall Training, Risk Assessments and St. John Ambulance.

This carefulness includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer and the school nurse etc.

It might also be through a health related topic such as smoking.

At St Joseph's Preparatory School, children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

#### Policy on First Aid in school

All incidents requiring first aid are dealt with by the school's first aiders as below. All First Aiders are trained every three years by St. John's Ambulance (First Aid in the Workplace). All Staff undertake 'Schools First Aid Training' bi-annually.

If an accident occurs in the playground and first aid is required, (depending on the nature of the injury one of the staff on duty in the playground should come to the staff room and request the assistance of the First Aider on duty) in some cases where a child is not badly injured they may be accompanied to the staff room by a responsible pupil, Early Years Practitioner or NTA as appropriate. At lunchtimes first aid is administered by the First Aiders.

Minor instances of First Aid are dealt with if appropriate on the school playground. Staff on duty have access to a small first aid kit; the accident is recorded and then transferred in the main accident file, after their duty.

During school hours and on trips a qualified first aider or paediatric first aider is always present.

If there is any concern about the first aid which should be administered then the qualified first aiders must be consulted.

#### Recording Accidents

All accidents must be recorded in a Record of First Aid Treatment book. A copy of this is kept centrally in the school mobile, this is kept in a locked cupboard. All details need to be filled in, including any treatment given.

#### The qualified first aiders

Miss E Gerrard, Mr J Salt

The Paediatric First Aiders are: Mr D Ferris, Mrs A Taylor, Mrs I. Barlow, Miss E Gerrard, Mrs S.Maskery, Mrs P Clarke, Mrs J Brown and Miss M Rowlinson. There is always at least one qualified first aider or member of staff on site at any time when children are present.

#### Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

#### First Aid Boxes

First aid boxes are kept in the First Aid Area, Nursery and every class. (Face shields for resuscitation are located in an obvious location-staff are made aware where this is)

#### Contents

- Scissors
- Bandages
- Plasters, single
- Antiseptic wipes
- Gauze and tape
- Disposable gloves

#### Person Responsible for Supplies

Miss Gerard is responsible for checking the contents of the first aid boxes on a regular basis. All staff are responsible for notifying the first aiders if the supplies in any of the first aid boxes are running low. Miss Gerrard will place orders for new stock and should be informed if there are any concerns about low stock.

### Defibrillator

The school defibrillator is located in the Medical Room and is highlighted by a sign. There are trained members of staff to operate this equipment, although, this does not preclude anyone using the equipment in an Emergency. The defibrillator gives verbal instructions on how to use it.

A list of trained personnel is displayed beside the device.

A mobile telephone is also located by the device so that the Emergency Services (999) can be contacted immediately.

The equipment is checked daily and this is logged by Miss Gerrard (Batteries are guaranteed for 5years or 20 blasts. Pads for 2years) (Installed 10-02-2015)

### Allergies/Long Term Illness

A record is kept in the locked Medical cupboard( in the Reception Area) of any child's allergy to any form of medication (if notified by the parent) any long-term illness, for example asthma, and details on any child whose health might give cause for concern. All staff are notified.

Pupils with specific medical needs have a Care Plan in place which has been written in conjunction with parents, Miss Gerrard and the School Nurse and Headteacher.

All staff receives training e.g. Asthma, Epilepsy and Use of Epi-Pen and Diabetes (Annually or as required).

Inhalers for Asthma sufferers are kept in names sealed containers in the child's classroom with their form teacher and are always taken on educational or sporting visits / swimming.

### Storage of Epi-Pens

- Nursery Manager keeps any Nursery Epi-Pens in Store Cupboard
- Reception and Pre Prep Epi-Pens are kept in Medical Room in Locked cupboard
- Prep Epi-Pens are kept in Medical cabinet in Prep Corridor

Diabetic – (current and only child has own diabetic pack, additional glucose pack is taken on education / sporting visits. Specific members of staff are trained and aware of procedure. All staff have received basic awareness training).

### Courses

Staff receives regular information about courses and are welcome to attend Appendix A for qualifications and updates.

### Bodily Fluids

#### How to Clean Up Bodily Fluid Spills

A protocol for the proper cleanup of bodily fluids has been universally established to ensure the safety of all those who are potentially exposed. Blood and other bodily fluids should be immediately cleaned up to lessen the danger of spreading HIV and Hepatitis B and C. Here is how to clean up a body fluids spill and sanitize the area to avoid any possible contamination.

## Instructions

1. Cover the spill with absorbent paper towels to avoid stepping in it.
2. Block off the area of the body fluids spill to prevent further spread.
3. Put on latex free gloves and face mask if required. Carefully wipe up the spill with the paper towels and carefully place the mess in a plastic bag.
4. Sprinkle 'Body Spill Granules' carefully on the area of the spill and leave for twenty minutes. Carefully wipe up the area with paper towels and avoiding dripping and then spray the area with Non-toxic antibacterial cleaner.
5. Double-bag all towels from the body fluids spill along with the gloves used to clean the mess and tie the bags closed.
6. Dispose of the double-bagged materials in the outside waste bin and wash your hands thoroughly with soap and warm water. Dry hands thoroughly and finish by applying antibacterial hand cleanser / gel.

## Sharps Box

The school's sharp box is located on the top of the lockable cabinet first aid room. This is emptied by Staffordshire Ambulance Service as required.

## Contacting the Emergency Services

An ambulance should be called for any injury that requires emergency treatment. Any pupil taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a pupil becoming unconsciousness (not including a faint) or following the administration of an Epipen, must be taken to hospital.

## Accidents

Accidents fall into four categories:

- Fatal
- Major injury
- To employees resulting in more than three days consecutive absence
- Other accidents

Accidents in the first two categories should be reported immediately to:  
The Health and Safety Executive on 0845 300 9923 or e-mail  
[riddir@natbrit.com](mailto:riddir@natbrit.com) or post to Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 399

The accident should be reported by telephone immediately, and then confirmed in writing on form F2508. A list of what constitutes a major injury is attached. Category 3 accidents are reported to the Health and Safety Executive within 7 days on form F2508.

If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher or Assistant Headteacher who will send for an ambulance if needed and contact parents. When in doubt, contact parents/guardians

### Other accidents

These are the accidents, which more commonly occur in school.

### Procedure to follow:

#### Recording First Aid

All first aid incidents are recorded in the First Aid File which is held in the Mobile Class Room:

Name of person completing form and whether school first aider

Details of Injured Person

Name, Sex & Form

Nature of Injury or condition and parts of body affected

Details of accident or occurrence / treatment given

Date, time and location of accident

Any further action required i.e. if the accident should be referred to the

HSE Signature of person completing form, time and date

- If a child has a bump on the head or bump or to the mouth which causes staff concern , parents should be contacted by phone , in all instances(even with minor bumps, a letter should be sent). Staff should always err on the side of caution.The letters are kept in the first aid file, which is located in the Mobile classroom.
- Fill in the accident form, copies of which are kept in the first aid file, if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment. Give the form to the Headteacher or the Assistant Headteacher to sign.

Copies will then be taken for:

- Health and Safety Executive (and posted)
- For the school file

### Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury using the RIDDOR online system.

### Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

### Employee Accidents

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 online within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form F2508 must be completed and sent to the HSE online within seven days of the accident.

#### Pupil Accidents

(Including accidents to any visitors not at work) Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.
- Plant or equipment on the school premises.
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

#### Reporting to Parents (Early Years)

Parents will be notified of any accidents that have occurred or first aid administered. For minor injuries EYFS staff will speak to the parent on the same day or as soon as reasonably practicable. For injuries other than the normal bumps and grazes that occur in EYFS, written notification and a telephone call will be the procedure followed. All incidents however minor are always recorded.

#### Advice to Parents (Early Years)

Parents are informed by letter about any contagious outbreaks e.g. vomiting, chicken pox, swine flu, head lice etc. Where possible parents are given advice about the length of time that a child must be absent from school relating to their illness. Parents are advised that their child must not return to school for 48 hours after the symptoms of vomiting or diarrhea have ceased. The school holds information i.e. DVD about treatment of head lice. The School Nursing Service are available for advice and can be contacted via the school office.

#### Illness and Injury (Early Years)

The school will notify Ofsted of any illnesses or injury in connection with medicines and of any serious accident, illness or serious injury to, or death of any child whilst in our care, and of any action taken. Notification will be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring.

### Food and Drink (Early Years)

The school will inform Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification will be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring.

First aid for school trips The trip organiser must ensure an appropriate level of first aid cover is provided following a risk assessment. For EYFS trips, a First Aider who is a Paediatric First Aider must attend the trip. First aid bags for school trips are situated in the Medical Room.. Any accidents/injuries must be reported to parents on the same day or as soon as reasonable practicable and documented in the accident book (within a 24 hour period and no longer than 48 hours after the injury/accident) and RIDDOR guidelines must be adhered to. For any major accident or injury please follow the appropriate health & safety procedure.

### Policy on the Administration of Medicines during School Hours

From time to time, parents in the Early Years, Pre Prep and Prep request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

Generally, no member of staff will administer medicine to children.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine, such administration will be logged and parents will sign the form.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

If it is necessary for a child to take prescribed medicine at School, the parents of the child will be asked to come into school to complete a Medication Form. No medication can be given unless this has been completed and signed by the parent.

(For casual ailments, it is often not possible for doses of medication to be given inside school hours. The school does not administer un-prescribed medicines for casual ailments).

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration.
- The medicines must be brought into school in a properly labelled container which states: (a) The name of the medicine, (b) The dosage and (c) The time of administration. This can be only from a General Practitioner. No un-prescribed medications or creams will be accepted.
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements.



Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times. If a child is found to be carrying a medication or lotion of any type, it is confiscated and held in the lockable first aid cabinet, the parent or carer will be informed by telephone and are asked to collect it from the main office.



# Emergency Procedure

In the event of an emergency occurring which requires the school to be evacuated and moved from the school site, the Headteacher at St Joseph's College has agreed that St Joseph's Preparatory School would be able to take all its pupils to St Joseph's College.

In the event of this emergency not being due to a fire, the school bell will be rang 10 times in succession.

All staff need to know how to use the bell.

Depending on the nature and location of the incident..... All children to assemble in the hall for further instructions.

In the event of evacuation, depending on the nature and location of the incident, the children will assemble either.....

- On the Brothers' Lawn

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- On the Brothers' Lawn
- College Playground
- Rookery Lane

In the event of an emergency occurring which requires the school to be evacuated and moved from the school site (eg a suspected gas leak)

The following procedure will be followed:

- An Air Horn will be blown 10 times in Succession; this is stored in the Secretary's Office.
- Children will evacuate the school as per the Fire Drill, children or staff will not operate any electrical appliances or switches as they leave the building and then will muster on the Tennis Courts. A register will be taken.
- A member of the Senior Management Team will lead the children away from the school to a place of safety.
- A place of safety depends on the nature of the incident occurring and a decision will be made at the time.

The first option would be: On the Brothers Lawn or St Joseph's College Playground

If this was unavailable children will be escorted to St. Teresa's Church and muster there.



# Appendix A

## Trained First Aiders

Name	Type of Qualification	Valid from	Expiry date
Miss S Kirk	Schools First Aid	07/09/15	06/09/17
Mrs M Moore	Schools First Aid	07/09/15	06/09/17
Miss E Gerard	Schools First Aid Paediatric First Aid Training First Aid at Work	09/05/14 25/04/17 17/03/17	08/05/17 24/04/20 06/09/20
Mrs P Clarke	Paediatric First Aid Training Schools First Aid	12/10/16 07/09/15	11/10/19 06/09/17
Mrs MacDonald	Schools First Aid	07/09/15	06/09/17
Mr D Ferris	Schools First Aid Paediatric First Aid Training	07/09/15 06/12/16	06/09/17 05/12/19
Mr J Salt	Paediatric First Aid Training First Aid at Work	06/12/16 24/02/16	05/12/19 23/02/19
Mrs A Parrish	Schools First Aid	07/09/15	06/09/17
Miss V Kent	Schools First Aid	07/09/15	06/09/17
Mrs S Dale	Schools First Aid	07/09/15	06/09/18
Mrs J Brown	Paediatric First Aid	17/01/17	16/01/20
Mrs S Maskery	Paediatric First Aid	17/10/17	16/01/20
Miss M Rowlinson	Paediatric First Aid	30/03/17	29/03/20
Miss A Bird	Paediatric First Aid	03/04/15	29/04/18
Mrs A Taylor	Paediatric First Aid	19/01/16	18/01/19
Mrs I Barlow	Paediatric First Aid	26/09/17	25/09/20

- **Anaphylaxis Training 2017 (All staff)**
- **Epilepsy Training updated 2017 (All staff)**