

# First Aid Policy

## Our Lady and St George's Catholic Primary and Nursery School



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## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support inclusion of all pupils. The DfE states that the Children and Families Act 2014 places a duty on schools to make arrangements to support pupils at their school with medical conditions.
- "First Aid" means: medical treatment for an injured/unwell person for the purpose of preserving and stabilising life and minimising the consequence of injury/illness until further medical treatment can be administered.
- "First Aider" means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed persons is **Sabira Rehman** (upper site) and **Sandie Gasper** (lower site) They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate by the head teacher or member of the senior leadership team.

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary (after checking with the head teacher or member of the senior leadership team)
- Filling in the accident log on the same day, or as soon as is reasonably practicable, after an incident (see the template in [Appendix 2](#))

Our school's appointed person and first aiders are listed in [Appendix 1](#). Their names will also be displayed prominently around the school.

### **3.2 The governing board**

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.3 The Headteacher**

The headteacher and senior leadership team is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aiders are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the accident and incident phone line when necessary (see section 6)

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed persons in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- Where relevant, ensure a Health Care Plan is completed in liaison with parents and relevant health care professionals for pupils with complex or long-term medical needs
- Share medical information as necessary to ensure the safety of pupils whilst retaining confidentiality
- To take all precautions to ensure the correct and safest procedure for administration of medication
- The lead contact first aiders should undertake a risk assessment of the first aid requirements of the school
- On the lower site there is a first aider in each class.
- On the upper site there is a first aider for each year group
- There will always be a first aider on duty in each playground equipped with a bum bag first aid kit. Minor accidents will be dealt with in the playground.
- There will be an appointed first aider each day for each site who will deal with all other first aid instances.

### **3.5 Parents and carers**

- To give the school up to date and adequate information about their child's medical needs prior to the child starting at the school, and any changes which occur such as higher/lower dosage of medication
- To follow the school's procedure for bringing medicines into school
- To only request medicines to be administered by staff in school in an emergency
- To provide correct and up to date contact details so that the school is able to reach parents/carers if their child is unwell or injured
- To ensure that medicines are within their "use by" date and that asthma inhalers are not left empty.
- To notify the school immediately if their child's medical conditions/needs change. E.g. medicine no longer required or development of a new condition such as asthma or hay fever

## **4. First aid procedures**

### **4.1 In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, the head teacher or a member of the senior leadership team will be consulted, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- The head teacher or a member of the senior leadership team will always be consulted for the following incidents:
  - Cut to the head or serious blow to the head
  - Suspected sprain or break
  - Burns and scalds
  - Stings i.e. bees.
- If emergency services are called, the head teacher or member of the senior leadership team will contact parents immediately
- The first aider/relevant member of staff will complete the accident log on the same day or as soon as is reasonably practicable after an incident resulting in an injury.
- An accident form will also be completed if the event is a reportable incident (see section 6.2)
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

### **4.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit, at a minimum:
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing

- o 2 triangular bandages – individually wrapped and preferably sterile
- o 2 safety pins
- o Individually wrapped moist cleansing wipes
- o 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the event leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for Early Years Foundation Stage.

There will always be at least 1 first aider on school trips and visits for KS1 and KS2.

## **5. First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- 20 individually wrapped sterile adhesive dressings (assorted sizes) Regular and large bandages
- 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 6 Safety pins
- 3 pairs of disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Adhesive tape
- Scissors
- Cold compresses
- Burns dressings

No medication is stored in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The classrooms

The appointed person should keep the medical room and first aid kits stocked with supplies.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- The accident log will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident
- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident log at [appendix 2](#)
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the relevant staff
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

### 6.2 Reporting to the HSE

The office manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The office manager will report these to the accident and incident reporting line as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

#### **School staff: reportable injuries, diseases or dangerous occurrences**

These include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the office manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment

- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion:

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)  
<http://www.hse.gov.uk/riddor/report.htm>

### **6.3 Notifying parents**

The first aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if the emergency services are called.

### **6.4 Reporting to Ofsted and child protection agencies**

The head teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The head teacher will also notify the local authority LADO of any serious accident or injury to, or the death of, a pupil while in the school’s care.

## **7. Training**

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed by the head teacher and Admissions Committee annually.

At every review, the policy will be approved by the head teacher and Admissions committee and full governing body.



## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions
- SEN policy

## Appendix 1: Trained First Aiders

Current Designated First Aiders	Role	Location
Christine Antoine	First Aider	US
Alison Barra	First Aider	LS & US
Anne Dowling	First Aider	LS
Marjana Huba	First Aider	LS
Mary Loughnane	First Aider	LS
Jean Morrison	First Aider	LS
Clarisse Omango	First Aider	LS
Caroline Rajendran	First Aider	LS
Laura Rodwell	First Aider	LS
Priscilla Tetteh	First Aider	LS
Sandie Gasper	First Aider	LS
Leone Quinton	First Aider	US/LS
Maggie Allcock	First Aider	US
Danielle Molliere	First Aider	US
Jackie Kisalu	First Aider	US & LS
Kirsty Macbeth	First Aider	LS
Aaron Mascall	First Aider	US
Susan Morgan	First Aider	US
Sabira Rehman	Appointed main First Aid contact	US
Nollaig Smith	First Aider	US
Imade Ugbogbo	First Aider	LS

## Appendix 2: Accident Report Log (extract from the accident book)

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
<b>Follow-up action required</b>			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

## Appendix 3: First Aid Training Log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			