



First Aid Policy

St John's Catholic Primary School

2022/2023

This policy was adopted May 2022

This policy will be reviewed May 2024

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1 Introduction

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, 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

3. Roles and responsibilities

1.1 3.1 Appointed person(s) and first aiders

The school's primary first aiders 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

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
- Completing an accident reports in Medical Tracker on the same day, or as soon as is reasonably practicable, after an incident

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 Head Finula Farr and staff members.

3.4 The Headteacher responsibilities

The Head of School is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel 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 class teachers 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 HSE when necessary (see section 6)

3.5 Staff School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend
- Stocking up class first aid bags and bringing them with them when they leave the school or go outside on school grounds

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. This information will be shared with the Headteacher or Deputy if the head is unavailable. A decision will be made jointly as to the course of action. The first aider 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, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of the Senior Leadership Team will contact parents immediately
- The first aider will complete an accident report form on Medical Tracker the same day or as soon as is reasonably practical after an incident resulting in an injury. The report will include as much detail as possible, such as weather conditions, surface condition, witnesses (statements to be collected) etc.

4.2 Off-site procedures

First Aid kits will be taken on all off-site activities, along with individual pupil's medication such as inhalers, epi-pens etc. Staff who are first aid trained will accompany all off-site visits. When taking pupils off the school premises, staff will ensure they always have the following:

- The school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils

Risk assessments will be completed by the lead teacher prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on school

trips and visits. As required by the statutory framework for the Early Years Foundation Stage for any EYFS trips this person will hold a current Paediatric First Aid Certificate.

5. First aid equipment

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Burns dressings

No medication is kept in first aid kits. First aid kits are stored in:

- The medical room
- By the adult toilets on the shelf
- All classrooms

Asthma Pumps/Epi-pens

Pupils who require asthma pumps and Epi-pens are required to have two working pumps or Epi-pens in school in their classroom where it is possible. Whenever a pupil requires an epi-pen the school will contact the ambulance service directions. If devices should fail and under the direction of 999 the school will use other children's medication if it is a matter of life or death. That child's parents will be informed of the situation as soon as possible after the event. Any such events will be recorded on Medical Tracker.

6. Record-keeping and reporting

6.1 First aid and Medical Tracker

- An accident will be recorded by the first aider on the same day or as soon as possible after an incident resulting in an injury on Medical Tracker, the app can be accessed on only school device that adults have a login for
- Details when reporting an accident will include the date, time of accident/incident, child's name, a brief summary of the accident and action taken

- Records held on Medical Tracker 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

Accidents to staff, visitors and pupils resulting in a visit to hospital or requiring medical treatment should be reported to HSE. HSE guidance on reporting incidents in schools can be found in the HSE information sheet.

Reportable injuries, diseases or dangerous occurrences 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)
- 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)

Physical Assault/Injury

Staff should complete an accident form if they or a pupil have been physically assaulted or injured by another pupil. The form should include a timeline leading to the assault, any triggers and resulting behaviours.

Near Miss Events

- Near-miss events that do not result in an injury, but could have done should be recorded and given to the Headteacher. 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 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

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>

6.3 Notifying parents/carers

Medical Tracker will notify parents of any accident or injury sustained by a pupil, and any first aid treatment given, in the case of a head bump the first aider should follow up to ensure the parent has received the notification. Larger head bumps and damaged teeth should result in the first aider making a direct phone call to parents/ carers to make them aware.

7. Training

The Headteacher will ensure that the school has adequate first aid trained staff based on the needs of the school following risk assessment.

- The school will keep a register of all trained first aiders, what training they have received and expiry date, this is recorded on the Single Central Register
- Staff are encouraged to renew their first aid training when it is no longer valid
- The Headteacher will ensure that there are enough staff trained in paediatric first aid in early years and across the school to ensure cover for absence. This meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Contractors working on site

All contractors working on site, whether cleaning staff or tradesmen, must be made aware of the first aid procedures on site including who they should notify if there is an accident.

8 Monitoring arrangements

This policy will be reviewed by the Headteacher every three years or following a change in legislation/school procedure. At every review, the policy will be approved by the Governing Board.

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions.

Appendix 1:

List of trained first aiders

FULL NAME	TRAINING	LOCATION	DATE OF TRAINING AND RENEWAL
Martine Batchelor	Paediatric infant and child first aid level 3 Emergency first aid at work L3	KS1 and KS2	03.09.21-02.09.24
Sarah Brooks	Paediatric infant and child first aid level 3	KS2	03.09.21-02.09.24
Karen Burke	Paediatric infant and child first aid level 3	KS1 and KS2	03.09.21-02.09.24
Rachel Clough	Paediatric infant and child first aid level 3	KS1 and KS2	03.09.21-02.09.24
Sophie Curtis	Paediatric infant and child first aid level 3	KS1 and KS2	03.09.21-02.09.24
Kirstie Davies	Paediatric infant and child first aid level 3	Year 4	03.09.21-02.09.24
Anna Dixon	Paediatric infant and child first aid level 3	Year 2	03.09.21-02.09.24
Geraldine Esdaile	Paediatric infant and child first aid level 3	Year 3	03.09.21-02.09.24
Finula Farr	Paediatric infant and child first aid level 3 Emergency first aid at work L3	KS1 and KS2	03.09.21-02.09.24
Sarah Gent	Paediatric infant and child first aid level 3	KS2	03.09.21-02.09.24
Sonja Lee	Paediatric infant and child first aid level 3	Year 4	03.09.21-02.09.24
Agnieszka Lepsza- Grochulska	Paediatric infant and child first aid level 3 Emergency first aid at work L3	Year 2	03.09.21-02.09.24
Katy Marrett	Paediatric infant and child first aid level 3	Year 3	03.09.21-02.09.24
Roddy McKerrell	Paediatric infant and child first aid level 3	Year 1	03.09.21-02.09.24
Alice Miles	Paediatric infant and child first aid level 3 Emergency first aid at work L3	Reception	03.09.21-02.09.24
Claire Muller	Paediatric infant and child first aid level 3 Emergency first aid at work L3	Office	03.09.21-02.09.24
Kelly Smith	Paediatric infant and child first aid level 3 Emergency first aid at work L3	Year 2	03.09.21-02.09.24
Colleen Stevenson	Paediatric infant and child first aid level 3	Year 6	03.09.21-02.09.24
Corrina Towes	Paediatric infant and child first aid level 3 Emergency first aid at work L3	Year 5	03.09.21-02.09.24