



First aid policy

St. George's Catholic Primary School

Approved by:	Governing Body	Date: May 2023
Last reviewed on:	May 2023	
Next review due by:	May 2025	

Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	2
4. First aid procedures	3
5. First aid equipment.....	4
6. Administration & Storage of Medicines.....	5
7. Record-keeping and Accident/Incident reporting	5
8. Training.....	7
9. Monitoring arrangements	7
10. Links with other policies	8
Appendix 1: list of Paediatric First Aiders	9

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, 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

3. Roles and responsibilities

First aid provision must be available while people are on school premises and when staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits. The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements. The appointed person does not need to be a trained first aider. The need for first aid cover will take into account the number and age range of pupils on site, the number of staff and the nature of activities taking place at any given time. At least one person who has a current paediatric first aid certificate must be on the premises at all times, which is a requirement for whenever Early Years Foundation Stage (EYFS) pupils are on the premises. At St. George's we will ensure a sufficient number of staff are paediatric first aid trained and all other staff will receive Appointed Persons training as part of their induction, in order that there is sufficient first aid cover for employees and visitors.

3.1 Appointed person(s) and Paediatric first aiders

Our school's Paediatric First Aiders are listed in appendix 1. Their names will also be displayed in the activity area by the First Aid Cupboard.

The school's Paediatric 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date

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.

3.4 The headteacher

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

- Ensuring that an appropriate number of appointed persons and paediatric 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 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 HSE when necessary (see section 7)

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 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

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, 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 staff in the school office will contact parents immediately
- ALL head injuries of any description MUST be checked immediately by a member of staff holding a Paediatric First Aid certificate. The member of staff will assess the severity of the injury particularly looking out for any nausea, swelling or vomiting. If the injury is severe the Paediatric First Aider will determine whether the parents or an ambulance needs to be called.
- The first aider or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- Staff dispensing First Aid are responsible for informing the office when replacement supplies are required.
- Gloves to be worn by all persons who risk coming into contact with body fluids
- Staff should be aware of the potential for allegations of improperly touching a child. If necessary a second member of staff should be present to act as a witness.
- KS1 asthmatic children requiring inhalers are kept in their classroom. KS2 children keep their inhalers in their bags.

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
- Information about the specific medical needs of pupils
- Parents' contact details
- Inhalers for children who have Asthma
- Any additional medication for children with specific medical needs

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises using the Evolve system. The trip will be authorized by the school's Learning Outside the Classroom co-ordinator and the Headteacher before it can go ahead. Residential trips and those involving water and/or hazardous activities must be approved by the Local Authority. (See Educational Visits Policy).

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

5. First aid equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages

- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid supplies are stored in:

The Activity area (above the sink)

Mobile First Aid Kits for trips and off-site activities are stored in:

The School office

6. Administration & Storage of Medicines

- Except for Asthma inhalers, medicines will only be kept on site in exceptional and unavoidable circumstances.
- Prescribed and non-prescribed (eg Calpol) medication will only be given if written authorisation has been received from a parent or guardian. .
- Any medication kept on site will be kept locked in the first aid cabinet. Medication requiring refrigeration will be kept in the fridge in the small kitchen.
- All medication to be clearly labelled with the child's name.
- Training will be given to staff by a healthcare professional in the case of children with chronic conditions and who need regular medication.
- Medicine will be administered at the time of day stated by the parent/guardian by a member of staff and witnessed by another member of staff.
- Parents to collect the medication at the end of the day and to be informed of the doses of pain relieving medication.
- Expiry dates of medicines to be checked regularly and out of date medicines will be disposed of safely. (see Medical Needs Policy)

7. Record-keeping and reporting

7.1 First aid and accident record book

- Any accident involving a pupil that requires First Aid, however small, should be recorded on a form in the accident book. An accident form will be completed by the first aider or the relevant member of staff on the same day, or as soon as possible, after an incident resulting in any injury where first aid is administered. The accident book is kept by the First Aid Box in the Activity area. Any accident involving a member of staff or visitor should be recorded in the Accident Record book held in the school office.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- Parents will receive a copy of the accident report form.

- Children who receive head injuries will be given a sticker and an accident report form to take home which contains advice to parents on signs to look for following a head injury. If the injury requires further medical attention, parents will be contacted as soon as possible. The sticker will alert parents to look for the accident report in the child's bag. Parents/Carers MUST be informed immediately by phone if there is cause for concern or it is deemed necessary for parents to be made aware before the end of the day. Parents/carers must then be given the opportunity to decide whether they want to collect their child straight way and take him/her to the doctor, or whether they are happy for the school to monitor the situation and contact them again if the need arises. If a child has been taken to hospital, they must be told to which hospital the ambulance has gone.
- 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.
- Check with the flow diagram 'Is an Incident Reportable?' in the Accident Book. This will indicate which form to complete and the procedure to follow. Note that depending on the incident, a report may need to be made either to Wiltshire Council or the HSE. Paediatric first aiders must complete an accident/incident report form (as well as a tear off accident report form) for any accident resulting in a child being sent home or requiring hospital treatment or time off work or hospital treatment for staff in order that the correct procedures for reporting are followed. The report will be concluded once the outcome of the accident is known and any investigations into the cause have been completed.
- If an incident leads to any fatality, major injury of employee or a pupil or non-employee being taken to hospital the HSE must be notified.
- All significant accidents or incidents that are considered dangerous and/or near-miss situations are to be reported to the Headteacher. They in turn are to report the incident to the Health & Safety co-ordinator. The Health & Safety co-ordinator is to carry out an investigation of the incident in order to identify the cause of the accident and take measures to prevent a re-occurrence. Where an incident occurs which is notifiable to the HSE, the Chair of Governors shall be notified shortly afterwards. The Chair of Governors to be provided with all information and copies of reports associated with the incident and a meeting held with the school to review the incident.

7.2 Asthma

- Consent forms are collected from parents giving permission for the school's emergency inhaler to be used.
- When children use their inhaler staff will record the time and amount given on the child's asthma chart kept in the first aid cupboard and a sticker given to the child to take home recording the amount given in order that the parent is aware at the end of the day. Completed asthma charts to be filed in the First Aid file in the office
- Asthma treatment chart to be displayed in staff room and in the First Aid cupboard.

7.3 Reporting to the HSE

The School Business 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 School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

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
- 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

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>

7.4 Reporting to Ofsted and child protection agencies

The School Business Manager 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 School Business Manager will also notify the Wiltshire Safeguarding Team of any serious accident or injury to, or the death of, a pupil while in the school's care.

8. Training

All school staff are encouraged to undertake first aid training.

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.

Staff are encouraged to renew their first aid training when it is no longer valid.

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 and is updated at least every 3 years.

9. Monitoring arrangements

This policy will be reviewed by the Governing Body every two years.

At every review, the policy will be approved by the Health & Safety Governor.

10. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessments
- Policy on supporting pupils with medical conditions
- Educational Visits Policy
- Medical Needs Policy

Appendix 1: list of Paediatric First Aiders

Staff member's name	Role
S Blackburn	Teaching Asst
Y O'Connell	Teaching Asst
G Cleary	HLTA
R Barber	Club Supervisor
C Clarke	Teacher
V Davies	Asst Head
N Strong	Teaching Asst
E Blagdon	Teaching Asst
H Burroughs	Teacher
R Legg	Teaching Asst
J Docherty	Teaching Asst
M Walsh	MDSA/Breakfast Club
S Salmons	MDSA/After School Club