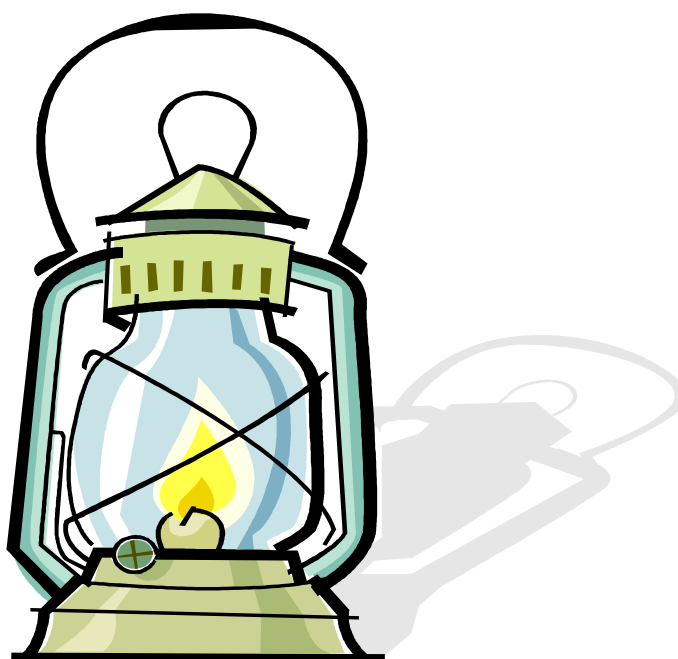




First Aid Policy



“Shine like a lantern in the presence of the Lord.”

Approved by:

Head Teacher

Date: 04 – 09 – 2023

Signed

Last reviewed on:

Autumn 2023

Next review due by:

Autumn 2026

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

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

Roles and responsibilities

Governing Body

St Bede's Catholic Primary School and Nursery's Governing body 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.

The Headteacher

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

- Ensuring that an appropriate number of appointed persons and/or 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.

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 (logged on Medical Tracker)
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

Appointed person(s) and first aiders

The Headteacher is responsible for:

- Provide guidance to staff when an adult or child is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

The Site Manager is responsible for: ensuring that main stock of first aid supplies is adequate.

All Teaching and Support Staff at St Bede's Catholic Primary School and Nursery complete First Aid Training.

First aiders are trained and qualified to carry out the role 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 (Medical Tracker)

First Aid Procedures (Please see Appendix A)

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 (if this member of staff is not a qualified first aider) seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.

- First aid during break and lunch time is administered in the Infant block building.
- 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. This is a decision authorised by the Head teacher / Deputy Head teacher.
- If emergency services are called (999), the appointed person or first aider involved will contact parents immediately supported by the Head teacher / Deputy Head teacher.
- The first aider will complete an accident report form on the day of the incident or as soon as possible on the next working day if it is not practical to complete on the day of the incident. (Medical Tracker)

On-site Outdoor Education procedures

When delivering activity on site, away from the school building (School field) an outdoor risk assessment will be undertaken. A green grab bag will be taken outside for all activities. If necessary, due to lone working or limited staff numbers, a walkie talkie is available for use to allow for rapid communication with the school office.

Off-site procedures

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

- A mobile phone
- A Green Grab Bag first aid kit
- A Red Emergency Kit Bag
- Information about the specific medical needs of pupils
- Knowledge of care plans and relevant medication.

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises. This will be endorsed by the Health and Safety Champion and signed by the Head teacher.

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

First aid equipment (Please see Appendix B)

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 compress towel
- Ice packs
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- All classrooms
- Designated first aid areas

First Aid Stations

First Aid Stations are located in the following areas:

- **Infants building**
- **Junior building – main office**

First aid kits must not be removed from these First Aid Stations

Defibrillator

A defibrillator is located in the Site Manager's Office.

Staff are asked not to remove these items for educational visits.

Calpol, Piriton and Aspirin and all available in the main school Office. Permission must be sought from parents or administered if advised by emergency services.

Record-keeping and reporting

All first aid administered must be recorded via Medical Tracker. Any accident should be treated accordingly and an Injury communication sent home informing parents / carers.

First aid and accident record book

- An Injury log (Medical Tracker) alongside the accident book will be completed by the Site Manager / Head teacher 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 form
- 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.

Injury / Illness communication (Please see Appendix C)

Parents / Carers are notified of all accidents/injuries through a digital platform called “Medical Tracker”. **Any injury / Illness, including any head bump, will be logged using this system.**

When any pupil has First aid administered, they will have a wrist band attached to their wrist, first aid staff need to inform teachers (and those people in charge of classes during PPA etc.) about any injuries. This also aids with the monitoring of the pupil through the remaining part of the day.

Green	~	General
Orange	~	Bumped head
Blue	~	Asthma

Ringling parents

Should the incident be serious parents will be contacted immediately. If a child has to attend hospital, a health and safety accident form must be completed by the member of staff who witnessed the accident.

Calling parents can be done by any member of the office team, Head teacher or Deputy Head teacher.

Reporting to the HSE

The appointed person 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 appointed person 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.

Reporting to Ofsted and child protection agencies

The Headteacher 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.

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 required to renew their first aid training before 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.

Policy Monitoring arrangements

This policy will be reviewed by the appointed person every three years.

At every review, the policy will be approved by the Health, Safety and Safeguarding Committee.

This first aid policy is linked to:

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

Policy approved: October 2023

Review date: October 2026

Signed (Headteacher):

Signed (Chair of Governors):

Appendix A

Calling 999

1. **HEART ATTACK** – sit casualty comfortably against wall. Call 999
2. **SHOCK** – casualty has loss of blood/fluid from injury. Pale, cold, clammy. Raise legs. Call 999
3. **UNCONSCIOUS, BREATHING** – check ABCD. Call 999, recovery position
4. **UNCONSCIOUS, NOT BREATHING** – check ABCD, start CPR, call for Defib, call 999
5. **OBVIOUS BREAK/SPRAIN/STRAIN** – avoid moving casualty unless airway is compromised. Call 999
6. **SEIZURE** – if first one or over 5 minutes. Call 999
7. **RASHES** – if vital signs deteriorate rapidly call 999
8. **BURNS** – if deep burn and/or casualty is going into shock. Call 999
9. **ASTHMA** – if no improvement after inhaler treatment or first attack or casualty becomes exhausted. Call 999
10. **HEAD INJURY** – if casualty vomits, call 999

Appendix B: First Aid Equipment- REMEMBER regularly check the expiry dates and contents of your first aid kit.

 <p>Aprons PPE</p>	 <p>Gloves PPE</p>	 <p>Tape Scissors and Tweezers</p>	 <p>Wipes</p>	 <p>Ice Pack</p>	<table><tr><th>Accident Form Record Number (if required)</th><th>Date of Treatment</th><th>Employee Name</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table> <p>Accident Papers</p>	Accident Form Record Number (if required)	Date of Treatment	Employee Name												
Accident Form Record Number (if required)	Date of Treatment	Employee Name																		
 <p>Eye Pads</p>	 <p>Eye Wash/Drops</p>	 <p>Triangular Bandages</p>	 <p>Trauma Fix</p>	 <p>Foil Blankets</p>	 <p>Reinforced Skin Strips</p>															
 <p>Small Bandages</p>	 <p>Stero Pad</p>	 <p>Finger Bobs</p>	 <p>Face Shield</p>	 <p>Burn Dressing</p>	 <p>Spillage Compound</p>															
 <p>Hypoallergenic Tape</p>	 <p>Small Plasters</p>	 <p>Medium Platers</p>	 <p>Large Plasters</p>	 <p>Sick Bowl</p>	 <p>First aid wrist band</p>															

Appendix C

Current Date

Dear Parent/ Carer of 'Sample Pupil',

We wanted to let you know that 'Sample Pupil' has had a minor accident in school today.

Please Acknowledge receipt of this notification [ACKNOWLEDGEMENT LINK](#)

Please find details of the injury below:

Injured area: Head Injury

Incident Description: Running without looking, accidentally bumped into another child

Injury type: Bump/Bruise

Treatment administered: Ice pack applied for 10 minutes - No swelling or signs of concussion. Will be monitored throughout the day.

We have assessed 'Sample Pupil' and we feel that they were fine to stay in school.

Yours sincerely,
Head teacher

St Bede's Catholic Primary School and Nursery

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