

## FIRST AID POLICY

### SS MARY AND JOHN CATHOLIC PRIMARY SCHOOL

Date of last review	9.5.23	Review period	2 Years
Date of next review	May 2025	Owner	HR & Operations
Type of policy	Statutory	Board approval	Individual school policies to be approved at LGB.

## Contents

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1. Aims .....	3
2. Legislation and guidance .....	3
3. Roles and responsibilities .....	3
4. First aid procedures .....	4
5. First aid equipment .....	5
6. Record-keeping and reporting .....	6
7. Training.....	7
8. Monitoring arrangements .....	8
Appendix 1: Assessment of First Aid Arrangements .....	8
Appendix 2: first aid training log .....	9

## 1. Aims

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The aims of the 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

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This policy is based on 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.
- [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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

## 3. Roles and responsibilities

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

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

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 (see the template in appendix 2)
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The Board of Directors**

The Board of Directors has ultimate responsibility for health and safety matters in the Academy, but delegates the operational matters and day-to-day tasks to the Head Teacher/Principal and staff members.

### **3.3 The Head Teacher/Principal**

The Head Teacher/Principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of 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 HSE when necessary (see section 6)
- Appointing a designated person to implement the monitoring of all first aid requirements and reporting of incidents

### **3.4 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 is not called
- Informing the Head Teacher/Principal or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

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### **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, the school will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

<i>Type of Accident</i>	<i>Example</i>	<i>Action</i>	<i>When</i>
Minor	<ul style="list-style-type: none"> <li>• Grazes</li> <li>• Minor bumps to the head</li> </ul>	<ul style="list-style-type: none"> <li>• Details logged in first aid book.</li> <li>• Treated in the playground / office.</li> </ul>	The same day
Possibly requiring medical / dental treatment	<ul style="list-style-type: none"> <li>• Severe cuts/lacerations.</li> <li>• Impact injury (bang or blow) to the head (the head is defined as whole head &amp; face)</li> </ul>	<ul style="list-style-type: none"> <li>• Details logged by first aid in first aid book.</li> <li>• Call parents to inform that pupil has had a blow to the head.</li> <li>• My health and safety –Staffordshire County Council - Health and Safety EventReport completed on-line by the person designated by the Head Teacher/Principal.</li> </ul>	The same day
Severe	<ul style="list-style-type: none"> <li>• Major injuries e.g. Broken bones (not fingers)</li> <li>• Loss of limbs</li> <li>• Accident resulting in over 7-day injury</li> <li>• Where injured party leaves site in an ambulance (not reportable if taken to hospital as a precaution but the examination shows no injury)</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>• Details logged</li> <li>• My health and safety – Staffordshire County Council - Health and Safety Event Report completed on-line by the person designated by the Head Teacher/Principal.</li> <li>• Reported to H &amp; S executive under Riddor.</li> </ul>	24 hrs

#### 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

Risk assessments will be completed by the designated lead member of staff and checked by the educational visits' coordinator 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. For trips and visits involving Early years, a first aider with a current paediatric first aid certificate will be required by the statutory framework for the Early Years Foundation Stage.

## 5. First aid Provision

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The Head Teacher/ Principal will consider the findings of the risk assessment in deciding the number of First Aid personnel required and consider the needs of specific times, places and activities in deciding on their provision.

### 5.1 First aid Materials

Responsibility of the designated person to ensure that the appropriate number of first aid containers are available and stocked appropriately.

A typical first aid kit in a 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
- Face Mask

No medication is kept in first aid kits.

First aid kits are stored in:

- The school office

### 5.3 Hygiene/infection control

Basic hygiene procedures must be followed by staff.

Single use disposable gloves must be worn when administering treatment. Face masks should be worn when needed. Care should be taken when disposing of dressings and equipment. Yellow Clinical waste bags should be used when appropriate.

## 6. Record keeping and reporting

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### 6.1 First aid and accident record book

- An accident form will be completed by the first aider 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.
- A copy of the accident report form will also be added to the pupil's educational record by the designated person.
- Records held in the record book and on the My Health and Safety Portal and 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 designated person in each school will report any accident on My Health and Safety Portal which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The designated person will report these to the Head Teacher/Principal as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- 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

## **6.3 Notifying parents**

The first aider or class teacher 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.

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

The Head Teacher/Principal 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 DSL will also notify children's services of any serious accident or injury to, or the death of, a pupil while in the school's care.

# **7. Training**

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**7.1** 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 2).

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

At all times in Infant Schools 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.

## 8. Monitoring arrangements

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This policy will be reviewed by the St John Paul II Multi Academy every 2 years and approved by the Directors.

The First Aid Policy is linked to;

- Health and Safety and Wellbeing Policy.
- Risk Assessment Policy

### **Appendix 1**

#### **Assessment of First Aid Requirements**

- a suitably stocked first aid box
- a person appointed to take charge of first aid arrangements,
- information for all employees about what they need to do in an emergency.

	Required ✓	Number
Appointed person		
First-aider with Emergency First Aid at Work certificate		
First-aider with First Aid at Work certificate		
First-aider with additional training (specify):		
First-aid boxes		
First-aid room		
Additional equipment e.g. eye wash, foil blanket (specify):		
Travelling First Aid Kits		

***Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? Yes/No***

#### **Informing Employees**

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes/No**

**Signature of Assessor(s):** .....

**Date:** .....**Review Date**.....



## Appendix 2

Name of School.....

Designated Person in charge.....

Name of First Aider	Type of Training	Date of Qualification	Date to renew qualification