



# 1<sup>st</sup> Aid Policy

2019 -  
2021

## MISSION STATEMENT

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Corpus Christi Catholic School is a welcoming, vibrant and diverse community with the Christian values of respect, equality and love for all at its core.

We aim to nurture, motivate, educate and to inspire all children to become lifelong learners and to achieve the best that they can.

Following the example of Jesus, we uphold our school motto:  
To Learn, To Live, To Love.

Discere Vivere Amare



## POLICY STATEMENT:

At Corpus Christi School we believe that all staff, pupils and visitors are kept safe and procedures are in place to ensure that their well-being is a priority when accidents occur.

## INTRODUCTION

This policy sets out how the Governing Body of Corpus Christi School is carrying out its statutory responsibility. This policy complies with our funding agreement and articles of association.

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

### 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 outcome

## ROLES AND RESPONSIBILITIES

*At Corpus Christi, we have ensured that there is a good number of paediatric trained staff who are on the premises at all times. In addition, we have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work.*

### **First aiders**

The school's 1<sup>st</sup> aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Designated staff to ensure 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 (either in accident/incident playground book or Accident Book)
- Keeping their contact details up to date

Our school's 1<sup>st</sup> aiders are listed at all 1<sup>st</sup> Aid points across the school. We have sufficient numbers of 1<sup>st</sup> Aiders, including Paediatric and Emergency Response, across the school dedicated to children and adult care.

### **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.

### **The headteacher**

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

- Ensuring that an appropriate number of first aid staff are present in the school at all times. We ensure 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)

### **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 (incident book/accident reporting in Nursery, KS1 and KS2 designated areas) 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

## ARRANGEMENTS

### The School Nurse/ Healthcare Professional

The School will be allocated a school nurse or other suitably qualified healthcare professional; this person will have the lead role in ensuring that pupils with medical conditions are identified and properly supported in schools, including supporting staff on implementing a pupil's Healthcare Plan. The School healthcare professional will work with the Headteacher to determine the training needs of school staff. **Suitable cover will be provided in the absence of the school nurse/healthcare professional.**

### The First Aid Team

The members of staff in the school who trained in First Aid are displayed on each 1<sup>st</sup> Aid station across the school.

### First Aid Boxes

The first aid posts are located in:

- The School Office
- Main and upper halls
- Staffroom
- Nursery
- Corridor of Year 2
- External areas outside reception and Year 1
- Corridor of Year 3
- Holy Family Room
- Class 9, 11 and 13

### Medication

Pupils' medication is stored in:

- School Office
- Class Emergency Rucksacks

### First Aid

In the case of a pupil accident, the procedures are as follows:

- The member of staff on duty calls for a first aider; or if the child can walk, takes him/her to a first aid post and calls for a first aider.
- The first aider administers first aid and records details in our treatment book.
- If the child has had a bump on the head, they must be given a "bump on the head" note.
- Full details of the accident are recorded in our accident book
- If the child has to be taken to hospital or the injury is 'work' related then the accident is reported to the Governing Body.

- If the incident is reportable under RIDDOR (*Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013*), then as the employer the Governing Body will arrange for this to be done.

### **School Insurance Arrangements**

Zurich Municipal

Public Liability Insurance (contact details in main office)

### **School Visits**

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre. In the case of **day visits** a trained First Aider will carry a travel kit in case of need.

## **FIRST AID PROCEDURES**

### **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
- Minor head injuries will be reported to a parent/carer and monitored in school
- 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, office staff or appointed person will contact parents immediately
- The first aider/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

### **Off-site procedures**

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

- A mobile phone(s)
- A portable first aid kit and emergency ruck sack
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed and authorised by the Education Visits Coordinator 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 certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

### 4.3 Treatment for common injuries

#### *Cuts*

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. Any adult can treat severe cuts, however a fully trained first-aider must attend and give advice. Minor cuts should be recorded in the school's accident book. Severe cuts should be recorded on an accident form and reported to a parent. An injury needing medical attention will have a copy of the accident form completed by the person dealing with the injury and given to parents.

**PROTECTIVE GLOVES MUST BE WORN WHEN TREATING OPEN CUTS. BLOODED ITEMS SHOULD BE DISPOSED OF IN WASTE BAGS AND PLACED IN THE SANITARY BINS IN STAFF TOILETS.**

#### *Head injuries*

Any bump to the head, no matter how minor, is treated as serious. All bumped heads should be treated with a cold compress. Children will receive a sticker or bump letter so that the injury is known to adults and parents/carers for monitoring purposes. All bumps to the head should be recorded in the accident book.

Parents should be called if the child has a serious cut, bump or signs of concussion. Signs of concussion, including vomiting or drowsiness, persistent headache, blurred or double vision, bleeding or yellow fluid from the nose and/or ear, need referral to hospital immediately.

#### *Allergic reaction and asthma*

All staff are annually trained in recognizing the signs of serious allergic reactions and the administration of Epi-Pens. In cases of a less serious reaction a first aider should examine the child and follow care plan instructions. Children with asthma need to have their asthma inhaler administered when an asthmatic attack occurs. Spare Epi Pens and Salbutamol inhalers are available in the school office and Class 9 for children with a diagnosis as necessary.

#### *Contagious diseases*

Where a child develops a fever and/or rash, this may be a sign of a contagious disease, such as chicken pox, measles, etc. This is often detected on a child's arms or legs initially then chest and back. Contagious diseases may be harmful to pregnant women or children/adults with medical issues. After seeking medical advice, the school will inform parents and staff of any incidences which may need monitoring. Any illness which is being treated with antibiotics should not pose a risk to others (Refer to Administering Medication Policy).

#### *Headlice*

If headlice is suspected, parents need to be informed. The school's head lice letter should be sent out to parents within the class affected. Advice will be given on how to best treat the condition.

## FIRST AID EQUIPMENT

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

- HSE booklet on 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 kits are stored in:

- The school office
- 1<sup>st</sup> aid bags in classrooms
- 1<sup>st</sup> aid units in Nursery, outside Classes 3, 4 and 7 and in classes 9 and 12.

## REPORTING AND RECORD KEEPING

### **Accident/Incident Playground Book (minor injuries) and Accident Form Book (major injuries)**

Recording into the accident playground book or filling in 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 form
- A copy of the accident report form will be passed on to a parent/carer/paramedic in the event of referral to a doctor or hospital
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years and then securely disposed of
- Incidences of accidents will be monitored by the assistant headteachers, so that patterns of can be detected and action can be planned for

### **Reporting to the HSE**

The 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 headteachers 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)

<http://www.hse.gov.uk/riddor/report.htm>

#### **Notifying parents**

A member of staff 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.

#### **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.

The headteacher will also notify Lambeth Children's Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **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.

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

At all times, at least one 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.

#### **Monitoring arrangements**

This policy will be reviewed by the Designated Safeguarding Lead annually, alongside the school's Administering Medication Policy.

At every review, the policy will be approved by the Governing Body.

#### **Links with other policies**

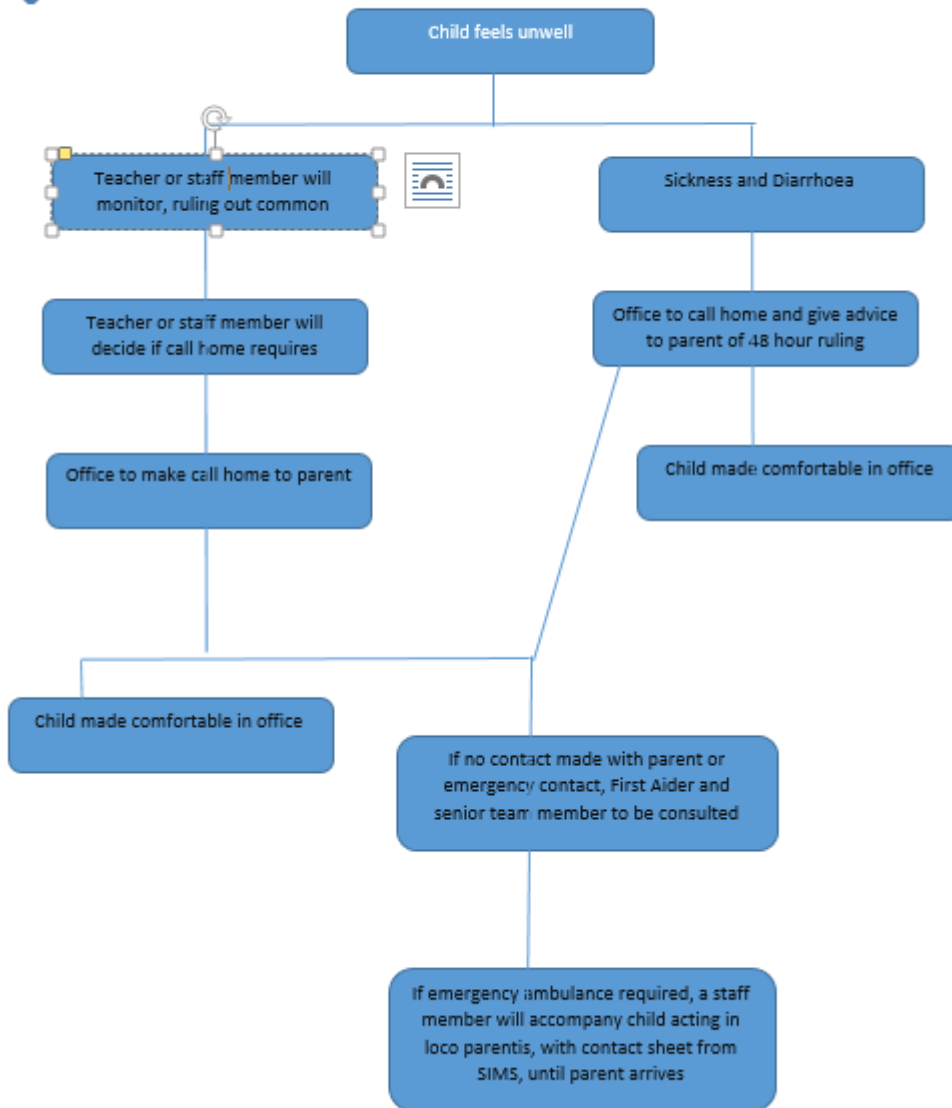
This first aid policy is linked to the

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

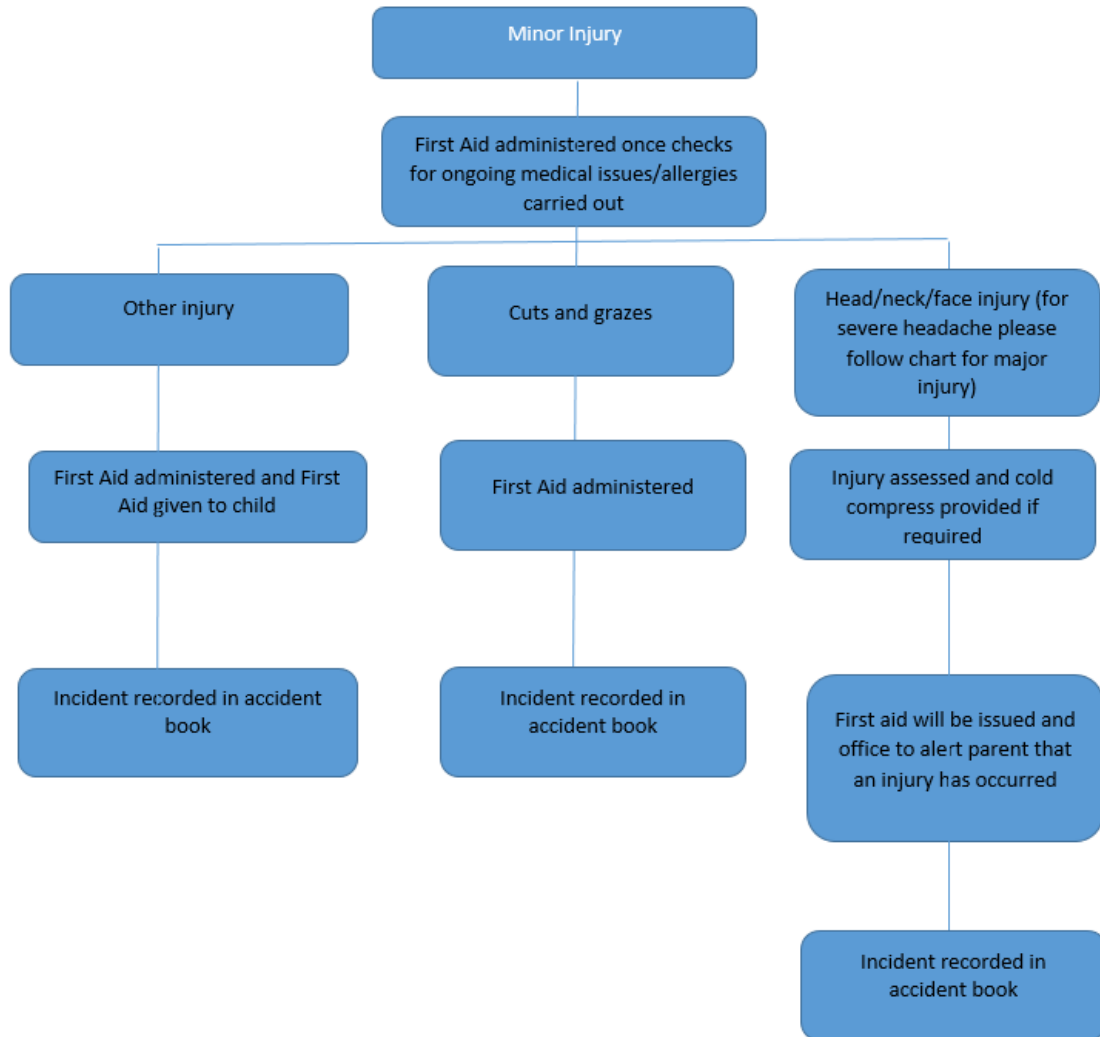


**PROCEDURES**

Sick Children



Minor Injury



Major Injury



**APPENDIX****FORMS/PROCEDURES**

**Incident Book/Slips for parent notification in 1<sup>st</sup> Aid areas-minor injuries**

**Pupil Accident Book-major injuries**

**Contacting Emergency Services**

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number
2. Your location/postcode
3. Exact location in the school of casualty
4. Your name
5. Name of child and brief description of symptoms
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty

**Confirmation of policy:**

**Corpus Christi School**

Date policy ratified by Governing Body:

Date to be reviewed: January 2021