

ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL



First Aid Policy

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DISCUSSED WITH: SENIOR MANGEMENT TEAM

AGREED WITH – ALL SCHOOL STAFF AND GOVERNORS

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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 Roles and responsibilities

3. Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

The appointed person does not need to be a trained first aider.

3.1 Appointed person(s) and first aiders

The school's appointed people are Denise Duke & Alexis Satterthwaite. 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 appointed person(s) and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

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/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 (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 (see appendix 2) for all incidents they attend to
- 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 will notify a member of the Senior Management Team if they judge that a pupil is too unwell to remain in school, the SMT member will confirm that parents will be contacted and asked to collect their child. Upon their arrival, the parents will be given a copy of the first aid form and recommendations for further care of the child once in the care of their parents/carers.
- If emergency services are called, the office staff 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

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 if out of school hours

Risk assessments will be completed by the trip leader 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.

For KS1 and KS2

There will always be at least one first aider on school trips and visits.

5. First aid equipment

A typical first aid kit bags in the classrooms will include the following:

3 pairs of disposable gloves	5 low adherent dressings
1 roll of Hypoallergenic Adhesive tape	10 Hypoallergenic plasters
2 wound dressings	1 pack of 5 sterile gauze swabs
1 triangular bandage	20 wound cleansing wipes
1 whistle	2 frozen cold packs stored in the insulated bags
4 disposable aprons	4 masks

No medication is kept in first aid kits. - Medication that does not require refrigeration are stored in the wall mounted lockable classroom first aid cabinet.

Medication requiring refrigeration are stored in a lockable box in the large fridge in the small hall.

First aid stations are located in the:

- **Small hall** - The emergency inhaler and the Defibrillators are also located here.
- **the Oscars building**

The first aid stations should include the following:

1 box of disposable gloves	1 CPR face shields
5 low adherent dressings	1 roll of Hypoallergenic Adhesive tape
20 Hypoallergenic plasters	6 medium wound dressings

2 large wound dressings	eye wash(sterile water)
2 Sterile eye pad	1 sterile finger dressing
2 packs of 5 sterile gauze swabs	4 triangular bandage
1 scissors with rounded ends	cling film
1 fore head thermometer	1 hand gel cleanser or soap if access to sink
20 wound cleansing wipes	covers for the cold packs –in small hall to be washed after every use
disposable aprons	masks
frozen cold packs stored the freezer part of the small fridge in small hall	

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident slip will be completed by the person administering first aid or 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 slip.
- A copy of the accident report form will be stapled in the child's diary or given to parents if the child is collected from school after the accident. A copy will remain in the first aid book.
- 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

6.2 Reporting to the HSE

The school 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 **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)

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

6.3 Notifying parents

A relevant staff member will inform parents of any major accident or head 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** 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 and/or Head teacher** will also notify **Blackpool Safeguarding officer and the Lancaster diocese** of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. 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 until (see appendix 3).

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.

8. Monitoring arrangements

This policy will be reviewed by the SMT every two years.

At every review, the policy will be approved by the SMT and the governing board committee

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 Dof E 2015

9. Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Staff member's name	Role	Contact details
Alexis Satterthwaite	Appointed person	Head Ext 202
Denise Duke	Appointed person	FSW- ext 204
Andrea Mullan	First Aid Paediatric valid until 09 25 Emergency First Aider valid until 07 24	Year 1 Ext 209 Breakfast club ext 217
Julie Brown	Emergency First Aider valid until 07 24	Year3 ext 213
Sue Barnes	Emergency First Aider valid until 07 24	Year 4 Ext 212
Tricia Huggard	Emergency First Aider valid until 07 24	Year 4 Ext 212
Lisa Freitas	First Aid Paediatric valid until 09 25 Emergency First Aider valid until 07 24	Year 5 Ext 214 After school club ext217
Michelle Walsh	Emergency First Aider valid until 05 25	Year 6 Ext 215
All named staff have completed face to face training		
<i>For Training log – see training spread sheet held by Mrs Duke</i>		