

**“As unique individuals, we do our best at work and play for the love of God and others.”**



**St Benedict's Catholic Primary School**

# **First Aid Policy**

**Adopted by St Benedict's Catholic Primary School: September 2022**

**Reviewed: March 2023**

**To be reviewed: March 2024**

## Contents

1. Aims .....	2
2. Legislation and guidance.....	2
3. Roles and responsibilities.....	3
4. First aid procedures .....	4
5. First aid equipment.....	4
6. Record-keeping and reporting .....	5
7. Training .....	6
8. Monitoring arrangements .....	6
9. Links with other policies .....	6
Appendix 1: list of appointed person(s) for first aid and/or trained first aiders .....	7
Appendix 2: accident report form .....	8
Appendix 3: first aid training log .....	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**

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

The school's first aiders are Ruth Browne, Nicola Nixon and Samina Burton. 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. All lunchtime staff have basic first aid training.

### **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 head teacher and staff members.

### **3.3 The Head teacher**

The Head teacher 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)

### **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 (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the head teacher or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 In-school procedures**

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 member of staff should ask the children where they are hurting and whether they have also bumped their head.

- 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 Head Teacher or Deputy Head will contact parents immediately

The first aider will complete a first aid slip as soon as is practical after administering first aid. If the child has suffered a bumped head or a break or sprain (or anything else that the first aider considers to be significant), a report should be completed on medical tracker and a notification sent to parents. A red 'head bump bracelet' should also be given. For all other first aid incidents, slips should be given to classroom staff. Classroom staff should ensure that the slips are given to parents at the end of the day.

## 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 Ruth Browne (Risk Assessment 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.

## 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 kits are stored in:

- The medical room
- Reception (at the desk)
- The school kitchens
- Small Kits are kept in the classrooms

## 6. Record-keeping and reporting

### 6.1 First aid and accident record system

- An accident form on medical tracker will be completed by the first aider or the admin team on the same day or as soon as possible after an incident resulting in a significant injury or a head bump and a notification will be sent to parents.
- For less significant injuries, an accident slip should be completed and given to parents at the end of the day
- As much detail as possible should be supplied when reporting an accident, including all of the information on the slip/ medical tracker form.
- Records held on school tracker 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 Head Teacher 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 Head Teacher 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 explosionInformation 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

The 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. Generally, this will be via the

Medical Tracker system from which parents will receive an email. Otherwise parents will received a first aid slip. For head bumps, children will also be given a red bracelet alerting parents to the head bump.

#### **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 Head Teacher will also notify SCIES Team 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 Head Teacher every year.

At every review, the policy will be approved by the Head Teacher

### **9. 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.

### **Appendix 1: list of First Aiders**

<b>Staff member's name</b>	<b>Role</b>	<b>Contact details</b>
Ruth Browne	HLTA	
Nicola Nixon	HLTA	
Samina Burton (previously Farghaly)	TA	
Kim Bahsoon	ASC Manager and Admin Assistant	
Shobhi Bhardwaj	ASC assistant	

Jo Everett	TA	
Aoife Marciniak	TA	
Monica Bond	TA	

## Appendix 2: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>Level 3 first aid at work</i>	Nicola Nixon	21.3.22	20.3.25
<i>Blended. paediatric first aid</i>	Nicola Nixon	9.11.22	8.11.25
Level 3 Paediatric first aid	Ruth Browne	3.3.22	2.3.25
Level 3 Paediatric first aid	Kim Bahsoon	10.11.21	9.11.24
Level 3 Paediatric first aid	Shobna Bhardwaj	25.11.21	24.11.24
Level 3 Paediatric first aid	Jo Everett	27.11.20	26.11.23
Level 3 Paediatric first aid	Sam Burton (previously Farghaly)	27.11.20	26.11.23
Level 3 Paediatric first aid	Aoife Marciniak	10.11.21	24.11.24
Level 3 Paediatric first aid	Monica Bond	25.11.21	24.11.24
Level 3 Paediatric first aid	Toni Adamson	25.11.21	24.11.24