

First Aid Policy

St Francis' Catholic Primary School



Approved by FGB on: June 22

Committee Responsible: N/A

Next review due by: July 2023

1. Aims

The aim of our first aid policy is 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 first aid
- Provide a framework for responding to a first aid incident, 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 The Local Governing Committee

The local governing committee has ultimate responsibility for health and safety matters in the school, including the provision of appropriate first aid arrangements, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.2 The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times when it is officially open
- Ensuring that first aiders have an appropriate qualification, keep their training up to date and remain competent to perform their role

- Ensuring that all staff are aware of first aid procedures
- Ensuring that appropriate risk assessments are completed and appropriate measures are put in place to manage first aid incidents
- Ensuring that adequate space is available for catering to the medical needs of pupils and staff
- Ensuring that any specific first aid requirements for staff, or pupils, with identified medical conditions are included within the first aid provision as appropriate
- Ensuring that appropriate third-party arrangements for first aid are provided for events at the school but not within the school's responsibility
- Reporting specified incidents to the HSE when necessary.

3.3 Appointed person(s) and first aiders

The school's appointed person is the Headteacher.

The appointed person is responsible for:

- Taking charge when someone is injured or becomes ill
- Where necessary, sending pupils home to recover
- Where necessary, ensuring that an ambulance or other professional medical help is summoned when required

First aiders are nominated staff members who have been appropriately trained.

First aiders are responsible for:

- Acting as first responders to any incidents;
- Assessing the situation where there is an injured or ill person, and providing immediate and appropriate treatment where competent to do so
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

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 an accident report for all incidents they attend where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs they might have

4. First aid procedures

4.1 In-school and Out of Hours Club procedures

In the event of illness or 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 Headteacher 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 Headteacher will contact parents, or for a staff member, emergency contact person, immediately
- The 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.

Risk assessments will be completed by the member of staff in charge prior to any educational visit that involves taking pupils off school premises.

There will always be at least one first aider on any school trip or offsite visit; where required by the statutory framework for the Early Years Foundation Stage they will have a current paediatric first aid certificate.

In the event of illness or an accident resulting in injury first aid is to be provided in accordance with Section 4.1 using local first aid provision where appropriate and with the member of staff in charge consulting with the Headteacher as appropriate.

4.3 First aid equipment

A typical first aid kit in our school will usually 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
- The school kitchens
- The KS1 cloakroom
- The Out of Hours room

First aid equipment will be maintained and audited in accordance with the arrangements in the St Francis School Health & Safety Arrangements document.

5. Record-keeping and reporting

5.1 First aid and accident record book

- An accident form will be completed by the first aider or staff member on the same day or as soon as possible after an incident resulting in a serious injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the North Somerset accident form.
- A copy of the accident report form will also be added to the pupil's educational record by the school admin assistant
- 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.

5.2 Reporting to the HSE

The Headteacher 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 Headteacher will report these to the Health and Safety Executive in accordance with the timelines and requirements provided in the St Francis School Health & Safety Arrangements document.

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 (a non-worker) being taken to hospital for treatment (but not where this is a precaution where no injury is apparent)
 - Near-miss events (Dangerous Occurrences) as specified in the St Francis School Health & Safety Arrangements document that do not result in an injury but could have done.

Any incident requiring reporting to the HSE will also be reported to the Chair of Governors as soon as reasonably practicable.

5.3 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.

5.4 Reporting to Ofsted and Local Authorities

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care in accordance with the timelines and requirements provided in the St Francis School Health & Safety Arrangements document.

The Designated Safeguarding Lead will also notify North Somerset Child Protection Agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

6. Training

All school staff are able to undertake first aid training if they would like to.

All nominated first aiders must have completed an appropriate 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 encouraged to renew their first aid training when it is no longer valid.

Sufficient members of staff 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.

7. Monitoring arrangements

This policy and the provision of first aid arrangements will be reviewed yearly.

Following each review, the policy will be forwarded for approval by the full local governing committee.

8. Links with other policies

This first aid policy is linked to the

- Health and safety policy and related documents
- Policy on supporting pupils with medical conditions.