

Our Lady's Catholic Primary School



First Aid Policy

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Presented to staff	22/6/22
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Linked Policies	H&S Medicines & Medical Care Critical Incidents

Introduction

Our Lady's Catholic Primary School is committed to provide first aid provision in order to deal with accidents and incidents affecting our children, staff and visitors to our premises. Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school. Our risk assessment can be viewed in the file in the main entrance. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

1. Aims

- 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

3. Roles and Responsibilities

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

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in legislation & guidance.

3.1 Appointed person(s) and first aiders

The school's appointed persons are Mrs Robert & Mrs Smith. 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 training section) 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
- Keeping their contact details up to date

Our school's First Aiders are displayed in the Office, Staff Room & various points around the school.

3.2 The governing body

The governing body has ultimate responsibility for health and safety matters in the school, but delegate's 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 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 Local Authority when necessary (*see record keeping & reporting section*)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing the accident book for all incidents they attend to where a first aider/appointed person is not called
- Informing the head teacher or their manager of any specific health conditions or first aid needs

4. First Aid Procedures

In-school procedures – ADULTS

All injuries involving any adult on the school site must be reported to the LA – no matter how minor – following treatment and recording in the accident book.

In-school procedures - CHILDREN

Minor, less serious injuries will be treated as appropriate by a first aider & the injury recorded in the accident book. If the injury is to the head then the parent/carer will be informed (***see Appendix 1 – Procedure for Head Injuries***).

In the event of an accident resulting in serious 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 Head teacher, Deputy/Assistant Head teacher will contact parents immediately
- The school office 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 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 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 relevant first aid certificate (paediatric for children up to age 7 & FAW for all other children) 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
- Heavy bleed dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The KS2 resources area
- Classrooms

6. Record Keeping and Reporting

First aid and accident record book kept in the office

- The first aid book will be completed & an HSA1 accident form will be completed by the school office staff on the same day or as soon as possible after an incident resulting in an injury where the child is taken to hospital.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident record.
- A copy of the accident report form will also be added to the pupil's educational record by the School's Appointed Person
- 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.

Reporting to the LA

The school office staff will record the accident via the LA online accident reporting system, which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The office staff will report these to the LA as soon as is reasonably practicable and in any event within 3 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

Notifying parents

The class teacher will inform parent/carer of any serious accident or head injury sustained by a pupil, and any first aid treatment given, on the same day.

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 the Warrington Safeguarding Board of any serious accident or injury to, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training.

All first aiders must have completed a recognised 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 (updated lists of trained first aiders & fire wardens are in place in the school office, staff room & throughout the school).

Training must be refreshed every 3 years.

At all times, when there are children on site, 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.

Appendix 1

Procedure for Head Injuries

Is the injury from the neck up?

YES



NO



Treat injury & record
in accident book.



Give injured child
bumped head wristband.



Complete bumped head letter
and give to person in charge in
classroom.



Phone parent/carer or give full
details to office staff & ask them
to ring parent/carer.
NO FURTHER ACTION

Treat injury, record in
accident book & inform
person in charge in
classroom.
NO FURTHER ACTION