



First Aid Policy

Ratified on: 13.07.22

Ratified by: Governing Body

Review date: July 2023

Written by

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This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE.

It is St James's CE Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility.

The policy will be reviewed annually.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents (via the school information booklet) of the school's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Duties and Responsibilities

The Governing Body is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, non-teaching staff, pupils and visitors (including contractors).

The Health and Safety Co-ordinator must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Health and Safety Coordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the school's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need.

All staff are expected to do all they can to secure the welfare of the pupils.

The named First Aid lead, Mrs C Skeldon, (or Mrs E Cartwright, in her absence) will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The Senior First Aiders

Names Mrs C Skeldon Mrs E Cartwright

must have completed a full Paediatric training course approved by the HSE, and this will be updated every three years. She will:

- Be contacted to give immediate help to casualties if required during the school day.
- Any pupil complaining of illness or who has sustained a serious injury is to be seen by a Senior First Aider who will inspect and, where appropriate, treat.
- During lunchtime, for any pupil complaining of illness or who has sustained a serious injury, the lunchtime assistants will call for a Senior First Aider immediately.
- All incidents are to be recorded on Scholar Pack in the Ancillary tab.
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.

If a child has either a head injury or an injury to a place that can't be checked (underwear area) The parent is to be telephoned straight away. This will enable the parent to make an informed decision about whether to come and see their child immediately and to make a decision regarding any further required treatment. If a child is injured in any way and later repeatedly complains of pain, seems distressed or cries with pain the parents will be contacted immediately.

- If the situation is life threatening or of cause for concern, any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school a Senior First Aider or member of SLT will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer First Aid will follow necessary precautions.

Reporting

- The Headteacher or most senior teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported on Scholar Pack.
- Parents are to be informed of a head injury with a phone call. If a child is sent straight to hospital, an incident report form must be complete immediately and handed to the school office.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE. Please see the link to HSE for details:

<https://www.hse.gov.uk/riddor/reportable-incidents.htm> The Head is responsible for ensuring this happens.

Record Keeping

The Head or their nominated representative must ensure that a record is kept of any First Aid treatment given. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- area in which the accident occurred

- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name of the First Aider or person dealing with the incident

Accident and First Aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

Premises Governors Committee, who hold the Governor's responsibility for Health and Safety, are informed of all accidents reported to HSE.

Administration of drugs and medicines

Medicines should not normally be brought into school, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office by a parent. It must be clearly labelled with the child's name. A form detailing the dosage and times when the medicine should be taken, must be completed by the parent/carer and signed and dated.

The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication the pupil will have a Medical Care Plan which clearly details medication required, dosage and storage.

First Aid boxes

First Aid boxes are located in:

- Hall cupboard (for OOHC)
- Upper staff room (for lunch time staff)
- Play group room
- Pre-school room
- RT and RP
- 1B and 1H
- 2B and 2L
- 3G and 3H
- 4E for both classes
- 5P for both classes
- 6DW and 6GW
- Practical area (for KS2 playground)
- Intensive Learning Unit (mobile)

First Aid boxes should contain:

- Plasters
- Wipes
- Triangular bandage
- 2 dressing bandages
- Gloves
- Adhesive dressings
- First aid leaflet

Mouth to mouth resuscitation shields located in

- Main first aid cupboards (outside Head teacher's office, outside staff room)
- Year 6
- Year 3
- Year 5
- Pre-school

No medicine/tablets are to be kept in the First Aid boxes. All medication MUST be stored and recorded in the main school office.

Accommodation

There is no designated room for medical treatment, and care of pupils during school hours should be close to a wash basin and lavatory.

APPENDIX 1

Health and Safety Officer: Mrs Natalie Sefton

Site Manager: Mr Charles Davies

External Visits Officer: LA representatives

Paediatric First Aiders:

Name	Date achieved	Expiry date
Louise Baylie	18.10.21	18.10.24
Samantha Broad	18.10.21	18.10.24
Jayne Broadfoot	08.11.21	08.11.24
Victoria Buckley	18.10.21	18.10.24
Megan Cartwright	18.10.21	18.10.24
Rosie Drew	18.10.21	18.10.24
Kelly Evans	18.10.21	18.10.24
Sara Felton	08.11.21	08.11.24
Helen Fenny	08.11.21	08.11.24
Emma Gordon	18.10.21	18.10.24
Amy Gray	18.10.21	18.10.24
Debbie Harris	08.11.21	08.11.24
Ann Howles	08.11.21	08.11.24
Jodie Jephcott	08.11.21	08.11.24
Martina Kent	08.11.21	08.11.24
Casey Longmore	18.10.21	18.10.24
Rachel Millichip	08.11.21	08.11.24
Maryam Najibi	18.10.21	18.10.24
Alison Timmins	08.11.21	08.11.24
Donna Ward	18.10.21	18.10.24

First Aid At Work (2 days):

Name	Date achieved	Expiry date
Carolyn Skeldon	27/28.04.22	27.04.25

Forest School First Aid (2 days):

Name	Date achieved	Expiry date
Victoria Buckley	07/08.03.22	07.03.25
Claire Chilton	07/08.03.22	07.03.25
Jayne Coley	10/11.11.21	10.11.24
Sara Felton	07/08.03.22	07.03.25
Emma Kay	07/08.03.22	07.03.25
Jackie Nicholas	17/18.01.22	17.01.25

APPENDIX 2

Appointed person to contact Emergency Services: Office Staff or Senior First Aider (or if necessary any adult in school)

Office staff to record details of 999 call on office notice board.

APPENDIX 3

Procedures

Minor cuts, grazes, bruises and illness can be treated by any member of staff who holds a valid EFAW OR PAEDIATRIC QUALIFICATION

A Senior First Aider must be called if:

- A child has a significant head bump resulting in excess swelling, bruising, bleeding or indentation.
- A child has a suspected broken bone or deep laceration
- A child or adult has a reduced level of consciousness or is unconscious
- A child is having an allergic reaction or is fitting

First Aid in the Classroom

If there is a member of the support staff in the classroom, as a trained First Aid person, they will deal with the incident.

If necessary, the Senior First Aider must be contacted to give a second opinion.

If it is necessary for the child to be sent home, approval must be sought from SLT.

The First Aider must remain with the child until he/she is collected by parents.

The First Aider must record the child leaving school on the form located outside of the office.

If the class teacher does not have any support staff in their class, the teacher will contact the phase leader, to ask for help from a First Aider.

The First Aider will then follow the above procedures.

First Aid at Break-time

If the person on duty needs help, they should ask the office staff to contact HT and DHT directly or get the necessary support.

The First Aider will then follow the procedures for reporting to the Class Teacher / Key Stage Manager.

First Aid at Lunchtime

If the member of staff on duty requires assistance a Senior First Aider must be called for.

If a child needs to be sent home the First Aider must get authorisation from a member of SLT or a Senior First Aider.

If a child is to be sent home following an incident at lunchtime, the supervisor must inform the class teacher.

A First Aider must remain with the child.

A record must be made of the child going home in the Signing In/Out book outside the office.

First Aid during Out of Hours Clubs

One of the First Aid trained staff running the club should deal with the incident.

The First Aider should then inform a member of SLT. If SLT not available, the First Aider should make the decision to either send the child home or call an ambulance, if necessary.

First Aid during Off-Site Activities

A qualified Paediatric First Aider must be present on all off-site trips.

The Visit Leader and Paediatric First Aider must be two separate members of staff.

Mobile phones should be taken on all off-site activities.

Should First Aid need to be administered during school trips or swimming sessions etc, the First Aid procedures of the relevant establishment should be followed.

The Visit Leader in charge should ring the school, so that office staff can notify parents if necessary.

Office Staff

When contacting parents, staff should state that SLT have requested that the child should be collected as he/she has been sick, has a bumped head or is unwell.

Any further information will be provided by the First Aider when the parent arrives at the school.

If, after 20 minutes, staff have not been able to contact parents, then Head or Deputy to be informed.