Policy Reference: 59

First Aid Policy

Version 1.4

Name and Designation of Policy Author(s)	Miss Nina Chwastek, Headteacher		**Is this a Statutory Document**
			Yes
Approved By (Committee / Group)	Resources Committee		
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Target Audience	Staff (including volunteers), Governors, parents		
Links to Other Strategies, Policies, Procedures, etc.	Health and Safety Policy, Supporting Children with Medical Conditions Policy,		

Version History

Date	Ver	Author Name and Designation	Summary of Main Changes
January 2020	1	Miss Nina Chwastek, Headteacher	New policy, no previous version
September 2021	1(i)	Miss Nina Chwastek, Headteacher	Updated with number of trained first aiders and location of First Aid as a result of new build.
November 2022	1(ii)	Janet Hartley	Updated dates and numbers of trained first aiders
January 2024	1 (iii)	Janet Hartley	Removd KPI's, amended number of defibs on site and adjusted number of first aiders on site
June 2026	1.4	Janet Hartley	Amended name of company where we send accident forms, updated number of first aiders

Mission Statement

Our school community is rooted in the Gospel and the vision of St. Catherine of Siena. This inspires each of us *'To be who God wants us to be and so set the world on fire.'*

- We are called to love one another as we seek to be the best in all that we learn and do.
- We celebrate and nurture the gifts, talents and skills of everyone.
- We commit ourselves to grow together in faith, love and service.

1. Introduction

Health and safety legislation places a duty on employers for the health and safety of their employees and anyone else on the premises. In a school setting this includes responsibility for children, staff and visitors.

2. Aims

The aims of this first aid policy are to:

- Advise governors, staff, children and parents of what First Aid provision is available at St. Catherine's
- Inform all staff of their responsibility for first aid
- Give clear structures ensuring the appropriateness of First Aid provision in school and on educational visits
- Provide a framework for responding to an incident, including recording and reporting the outcomes.
- Comply with the Early Years Statutory Framework

This is in line with the DfEE Guidance on First Aid for School (updated 2014).

3. Communicating this Policy

The administration and organisation of first aid provision is taken very seriously at St. Catherine's R.C. Primary School.

New staff are given information which includes details contained within this policy. As part of the induction process new staff are given a copy of this policy and details of the first aiders in school including where they are based in school.

4. Roles and Responsibilities

a. The Governing Body

The Governing Body 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.

b. The Headteacher

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

- Ensuring that an appropriate number of trained 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
- Ensuring that risk assessments are carried out, as appropriate, and that appropriate measures are put in place
- Ensuring recording and reporting procedures are carried out effectively

c. The Appointed Person

The appointed person does not have to be a first aider, but it is good practice for this person to have emergency first aid training. At St. Catherine's the appointed person is a member of the trained first aid office staff. This person will take charge when someone is injured or

becomes ill and there is a need to call the emergency services. In the absence of the appropriate person, another member of the Office Team will complete this role.

The school's appointed person is 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

d. First Aiders

First aiders are trained and qualified to carry out the role 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 children or adults home to recover, where necessary
- Filling in a School Accident Report Slip on the same day, or as soon as is reasonably practicable, after an incident (Appendix 1)

e. All Staff

Teacher and other staff in charge of children are expected to use their best endeavours at all time, particularly in emergencies, to secure the welfare of the children

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 a member of the Leadership Team of any specific health conditions or first aid need

5. First Aid Provision

At St. Catherine's R.C. Primary School, we ensure that there is at least two first aid trained members of staff in school during the school day. This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

After staff leave at the end of the day, the School Caretaker who is first aid trained is on site.

For each break and lunch time, across each phase, the school ensures first aiders are out on the playground, or available in the immediate vicinity.

The school has two defibrillator on site. They are mounted on the wall outside the staff ladies' toilets and in the main reception area. They are both checked by office staff on a regular basis and are serviced by an external provider

Medical equipment can be found in the School Office, Reprographics Room, the Year 1 cloakroom and in Early Years. Each class has a first aid kit which is taken on any off-site visits. Members of the lunchtime team also have a first aid bag with them on the

playground. First aid kits in school contain sufficient first aid materials to administer first aid as recommended by the Health and Safety Executive.

First aiders are responsible for replacing first aid items in the kit when they have used the last one.

6. Training

The school keeps a register of who is first aid trained and when their training is valid until (Appendix 2). The Assistant Head is responsible for organising first aid training. They will organise any new or updated training needed.

We update staff training on a rolling programme and currently have 30 members of staff who have completed first aid training. This includes:

- First Aid at Work: 2
- Paediatric First Aid: 27
- Forest School First Aid: 1

In EYFS all staff members are paediatric first aid trained. Any new staff coming to EYFS will be Paediatric first aid trained within 3 months of their contract starting. This is in line with Government guidance (2015). As a result Early Years children will always have access to paediatric first aid trained staff.

7. First Aid Procedures

a. In-school procedures

In the event of first aid needing to be administered (e.g. accident, asthma attack, 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, a first aider will outline their concerns and recommend next steps to the parents
- If emergency services are called, a member of the Admin Team will contact parents immediately
- The first aider will complete a School Accident Report Slip (Appendix 1) on the same day or as soon as is reasonably practical after an incident resulting in an injury. These are located in the school office, Year 1 area and Early Years. A copy of this is given to the parents or scanned and sent to them if parents do not collect their child at the end of the day.

- If an ambulance is called or a pupil or member of staff is taken to and/or kept in hospital an accident report (Appendix 3) form is completed by the School Business Manager and returned to Compliance Education ~~Manchester City Council Health and Safety Executive~~.

b. Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A charged school mobile phone, with charger if the visit is longer than 1 day
- A portable first aid kit
- Information about the specific medical needs of pupils and any associated medication that the children may require.

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises.

In Early Years there will always be at least one first aider with a current paediatric first aid certificate on school visits, as required by the statutory framework for the Early Years Foundation Stage.

c. Calling the Emergency Services

In the case of major accidents or incidents, it is the decision of the lead first aider if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must:

1. State clearly what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin staff or another member of staff, should wait by the school gate and guide the emergency vehicle.

Contacting the Parent or Next of Kin

All contact numbers for children and staff are accessible on the School Information Management System in an emergency.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately.

It is important to give the facts, but not alarm the person receiving the news of the injury. The person making the call must:

- Remain calm
- Outline what has happened and the action taken.
- Confirm whether the parent or next of kin need to come to school or go straight to the hospital
- Reassure them that the casualty is being taken care of.

8. Record-keeping and reporting

a. First aid and Incident Reporting Record

All first aid incidents will be recorded on a School Accident Report Slip (Appendix 1) and a copy will be given directly to parent or scanned and emailed to the parent at the end of the day. Where possible, parents will be spoken to at the end of the day to explain what has happened.

In the event of a serious injury i.e. needing to call ambulance, this will be reported to the Headteacher and School Business Manager the same day and:

- An School Accident Report Slip will be completed as above
- A copy of the School Accident Report Slip will also be added to the pupil's educational record by the School Admin Team
- If an ambulance is called or a pupil or member of staff is taken to and/or kept in hospital and Accident Report Form is completed by the School Business Manager and returned to Compliance Education ~~Manchester City Council Health and Safety Executive~~.
- School Accident Report Slips and Accident Report Forms 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.

b. Reporting to the Health and Safety Executive

The School Business Manager 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 School Business Manager will report these to the Compliance Education ~~Manchester City Council Health and Safety Executive~~ for RIDDOR reporting as soon as is reasonably practicable and in any event within 10 days of the incident.

9. Incident Review

Analysis of documentation relating to the administration of first aid (e.g. accident, asthma attack, injury) will be carried out termly by the Appointed Person and reported to the Leadership Team for review and action as necessary. This will be reviewed annually by the Safeguarding Governor.

Appendix 1: School Accident Report Slip

This is a carbon copy booklet. The bottom copy remains in school and the top copy is handed directly to the parent or carer, or alternatively, scanned and emailed if the parent or carer.



School Accident / Illness Report Slip

Report issued by:

Pupil's Name:

Date:

Time:

Class:

Location and details of accident/incident/illness

- Head injury
- Asthma
- Bump/Bruise
- Cut/Graze
- Headache/High temperature
- Vomiting/Nausea
- Sprain/Twist
- Nosebleed
- Stomach pain/Upset tummy
- Mouth injury/Toothache/Loose or missing tooth
- TLC applied
- Collected from school
- Parent/Carer contacted
- Unable to contact parent
- Well enough to stay in school after first aid

IMPORTANT: Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.

Details of treatment and additional comments:

Authorised signature:

Compliance Education Accident, Incident & Near Miss Form

1. Injured Person

☐Employee ☐Student/pupil ☐Visitor ☐Contractor ☐Other

Forename:		**Surname:**	
Address:		**Age:**	
		Telephone No:	
Postcode:		**Occupation:**	

2. Accident/Incident Details

☐ Accident ☐ Incident (e.g. violence/aggression) ☐ Near Miss

Location of the accident:	**Date & time:**

Description of accident/incident ***(continue on separate sheet if needed):***

If the injured person is an employee, were they engaged in work at the time of the accident/incident? ☐Yes ☐ No

What was being done at the time of the incident:

If an employee, has the injured person been off or unable to do their normal work for more than 7 days, including weekends, but excluding the date of the accident, as a result of the accident/incident? ☐Yes ☐ No

If yes, date absent from: to: **or Still Absent?** ☐Yes ☐ No

3. Injury Details

Nature of the injury ***(e.g. fracture, sprain, cut, include part of the body injured)***

First aid given by ***(inc job title)*****:**

First aid treatment and advice given ***(i.e. compress, plaster)*****:**

Was the injured person taken to hospital from the scene: ☐ Yes ☐ No

Were they detained: ☐ Yes ☐ No **If yes how long for in days?**

4. Witnesses

Name		**Name**	
Address		**Address**	
Contact Number		**Contact Number**	
Are witness statements attached?		☐ Yes ☐ No	

5. Report Details

Accident reported to ***(i.e. Manager, supervisor, 1st Aider (inc name)*****:**

Reported on *(date)*:	**Time:**		
Signed by injured person (if employee):			
Parent guardian informed *(if pupil)*	☐Yes	☐No	DateClick or tap to enter a date.
Details:			
Other – please specify	☐Yes	☐No	DateClick or tap to enter a date.

6. Accident Investigation *(to be completed by manager/department head/responsible person)*			
Carried out by:			
Position/occupation:			
Contact No:			
How did the accident/incident happen?			
Is CCTV footage available? **Has it been retained and stored?** **Have photographs been taken and attached to this report?**			
What has been done to prevent reoccurrence?			
Do general risk assessments require updating?	☐ **Yes**	☐ **No**	
If Yes, what additional risk control measures are needed / recommended?			
Is additional information, instruction and training required?	☐ **Yes**	☐ **No**	
If Yes, detail what action has been taken:			
Signed:	**Date:** Click or tap to enter a date.		