



FIRST AID POLICY

First Aid policy for St Mary's C.E. School

Approved:	June 2024
Date of next review:	June 2025

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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](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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

3.1 Appointed person(s) and first aiders

The school's appointed designated lead is Justyna Konach. First aid leads are Justyna Konach (infant site), Bea Redaoui (middle site) and Rachel Hibben (junior site).

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Keeping their contact details up to date
- Ensuring that the accident record keeping (medical book) onsite is neat and can be accessed by others at school or medical professionals
- First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:
 - Taking charge when someone is injured or becomes ill
 - Ensuring that an ambulance or other professional medical help is summoned when appropriate
 - 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 – as guided by SLT.
 - Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

Our school's appointed person(s) and first aiders are listed in appendix 1. Their names will also be displayed around the school.

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 headteacher and staff members.

3.3 The headteacher

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

- Ensuring that an appropriate number of appointed persons and 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 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 an accident report for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of 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 first aider judges that a pupil is too unwell to remain in school, they will seek authorisation from an SLT member to contact parents asking them to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of the Admin team (according to site) will contact parents immediately
- The Admin team and member of staff/first-aider who dealt with the incident will complete an online accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- In the event of a child getting a splinter, we will remove the splinter if the child wishes us to do so, and if there is enough of the splinter exposed to enable it to be gripped by tweezers. In the event that the splinter is firmly embedded and cannot be gripped by tweezers, or if the child does not wish for us to remove it, the school will phone a parent to inform them that their child has a splinter and request they attend school to remove it.
- If a child receives a bump or knock to the head, a first aider will assess the injury and a cold compress or ice pack will be applied to the affected area. Parents will be called to advise them of the incident and, if the injury is deemed significant enough, they will be invited to collect their child. Otherwise, ongoing assessments of the child's condition will be made throughout the day and the parents advised should they worsen or change significantly.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the Infant Site at all times.

4.2 Off-site procedures

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

- Members of staff will have their own mobile phones
- A portable first aid kit
- Information about the specific medical needs of pupils and their medication
- Parents' contact details

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

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits for EYFS pupils to meet the requirements set out in the Early Years Foundation Stage statutory framework. Where possible, a qualified first aider will be present on all other trips and visits.

Coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus (or any future) pandemic and ensure measures are appropriate for the venue/location of the school trip.

5. First aid equipment

A typical first aid kit in our school will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Sterile saline 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
- Corridors around each site
- Main school hall on each site

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by a member of the Admin team and staff member on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident
- 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.

6.2 Reporting to the HSE

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 Headteacher 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 scalding 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

6.3 Notifying parents

A member of the Admin team and/or staff member/HT/DHT/AHT will inform parents of any serious accident, or serious head injury. Where appropriate and possible, the first aider who provided treatment will call the parent and inform them of any treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher/Deputy Headteacher 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 HT/DHT/AHT will also notify the local Single Point of Access (SPA) 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 required by Ofsted. It is mandated that this certificate is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be reviewed by the Safety, Community & Ethos committee and ratified by the full governing body.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Staff handbook

Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders

Designated First Aid Lead: Justyna Konach



First-Aiders



Name	Based	Qualification	From	Expires	Working Days
Millie Cottle	Infant Site	Paediatric	30/01/24	29/01/27	M/T/W/Th/F – 8:00 – 4:15
Amanda Harrison	Infant Site	Paediatric	10/01/23	09/01/26	M/T/W/Th/F – 8:00 – 4:15
Justyna Konach	Infant Site	Paediatric	17/01/23	16/01/26	M/T/W/Th/F – 8:00 – 4:15
Leanne Mitchell	Infant Site	Paediatric	05/12/22	04/12/25	M/T/W/Th – 8:00 – 4:15
Jenny Parkes	Infant Site	Paediatric	02/10/23	01/10/26	Th/F – 8:00 – 3:45
Shuna Shea	Infant Site	Paediatric	22/09/21	21/09/24	M/T/W – 8:00 to 3:45
Anita Stachura	Middle Site	Paediatric	16/08/22	15/08/25	M/T/W/Th/F – 12:00 to 1:20
Lara van Gelder	Infant Site	Paediatric	05/12/22	04/12/25	M/T/W/Th/F – 8:00 to 3:45

Emergency First Aid At School – Expires May 2024

Simon Bowell (Junior Site)
 Sophie Brunelli (Middle Site)
 Jade Cox (Middle Site)
 Polly Devereux (Infant & Middle Site)
 Dawn Fraser (Middle Site)
 Sam Rainford (Infant Site)
 Jim Turner (Junior Site)

EpiPen Training

All staff – Updated 05/09/2023

Emergency First Aid At School – Expires January 2026

Georgina Acosta-Rubio (Infant Site)
 Mohammad Chebaro (Middle site)
 Lou Cromey (Junior Site)
 Clare Hennessey (Middle Site)
 Rachel Hibben (Junior Site)
 Julie Osgood (Middle Site)
 Nirmaljit Pooney (Infant Site)
 Liz Power (Junior Site)
 Bea Redaoui (Middle Site)
 Matt Richardson (Junior Site)
 Bethany Wilkins (Infant Site)

Infant Site
 Georgina Acosta-Rubio
 Millie Cottle
 Polly Devereux
 Amanda Harrison
 Justyna Konach
 Leanne Mitchell
 Jenny Parkes
 Nirmaljit Pooney
 Sam Rainford
 Shuna Shea
 Lara van Gelder
 Bethany Wilkins

Middle Site
 Sophie Brunelli
 Mohammad Chebaro
 Jade Cox
 Polly Devereux
 Dawn Fraser
 Clare Hennessey
 Julie Osgood
 Bea Redaoui
 Anita Stachura

Junior Site
 Simon Bowell
 Lou Cromey
 Rachel Hibben
 Liz Power
 Matt Richardson
 Jim Turner