



First Aid Policy

2024-25

'...these three remain: faith, hope & love; and the greatest of these is love.' 1 Cor 13:13

Rooted in faith, family & friendship.
Growing in hope & aspiration.
Flourishing in love.

friendship ★ hope ★ compassion ★ forgiveness ★ trust ★ thankfulness

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. ROLES AND RESPONSIBILITIES

2.1 Appointed person(s) and first aiders

The school has 9 trained paediatric and 17 first aiders.

First Aid Personnel (Paediatric First Aid Trained)		
School Day	Lunch Time	Extended Day
Angela Ball	Natasha Peters	Jane Carlin
Jane Carlin	Emma McGill	Justine Marshall
Emma McGill		
Justine Marshall		
Caroline Handforth		
Karen Knight		
Michelle Mitchell		
Lorraine Newton		
Natasha Peters		

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 in collaboration with a member of SLT.

First aiders are trained and qualified to carry out the role (see section 9) 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
- Communicating with the Headteacher or a member of SLT if they feel it is necessary for a child to go home to recover.
- Filling in an accident report on the same day as the incident.
- Keeping their contact details up to date

2.2 The School, Local Authority and Governing Board

The Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

2.3 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

- 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)

2.4 Staff

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 section 5) for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

3. LOCATION OF EQUIPMENT

First Aid Boxes and belt pouches are to be fully stocked in accordance with the guidelines contained in the Health & Safety Executive File.

Replenishment stock of equipment is located in the first aid room. Responsibility for maintaining the stock in the First Aid room lies with the Office Administrator. This includes rubber gloves, antiseptic wipes and plasters which could be used in a first aid incident.

Parents should advise school if their child has an allergy to any of these products.

First Aid boxes are located in a secure cupboard/high shelf in each classroom and are clearly labelled with a First Aid cross. These include a supply of First Aid equipment.

Ice packs are kept in the freezer in the staff room.

MSAs are responsible for maintaining the stock in their own First Aid bags. These are stored in the MSA kitchen.

4. LOCATION OF FIRST AID STAFF

All Teaching Assistants and MSAs are First Aid trained.

A First aider (TA) is always on break duty.

Midday supervisors (MSAs) are also First Aid trained.

5. REPORTING PROCEDURE

Injuries should be recorded in the school First Aid Book that is kept with the designated first aiders in the Key Stage areas.

The First Aider who has given treatment should briefly describe the injury and area of injury and note any treatment given in the First Aid Book.

The First Aider must initial the entry and pass the slip to the teacher to hand to the parent at the end of the day. All slips must be handed over by an adult (or a telephone call made to the parent/carer if the pupil walks home/attends after-school clubs).

All head bumps are reported to parents by text message or telephone call by the Office Administrator.

6. REPORTING OF SERIOUS INCIDENTS

More serious incidents and injuries involving Emergency First Aid treatment or a child being taken to hospital must be logged on CPOMS by the First Aider. RIDDOR reportable incidents are also reported to the LA Health and Safety and Governing Board.

7. INCIDENTS

A First Aider will promptly provide the casualty with necessary treatment and complete the required reporting forms.

At break times or lunch times, if the injury is minor it will be dealt with by a designated first aider on the playground. If the injury is more serious or requires more intimate treatment, they will be accompanied inside to the first aid room for appropriate treatment. If the injury is in an intimate area, or an area which requires the child to remove items of clothing, another adult will support the designated first aider.

If the child appears unwell or the injury requires further treatment, the First Aider will inform the Headteacher or a member of SLT that they believe it necessary for the child to go home.

The Class Teacher will make the decision about whether a child should remain in school.

If necessary, the Office Administrator or the class teacher will telephone the parent/ carer to collect the child home, giving them brief details so the parent can arrange any further medical treatment needed.

7.1 Emergency Care

If further treatment is necessary and parents cannot be contacted, the Headteacher or other member of SLT (accompanied by an assistant who maintains a log of events), will take the child to hospital casualty in either an ambulance or taxi.

If an ambulance or paramedic is required, the Office Administrator will telephone the Emergency Service. As with all emergencies, the safety of the group of children as a whole is of the utmost importance. This also applies whilst children are away from school premises on organised trips or visits. The normal reporting procedure applies. On educational visits a named First Aider must be organised to take the school First Aid bag and reporting log.

Children Who Are Jehovah Witness

Records regarding these children are kept in the school office. These include parental wishes with regard to medication and treatment in cases of accident.

8. RESIDENTIAL EDUCATIONAL VISITS

Recognised residential centres are equipped with appropriate First Aid equipment, facilities and qualified staff. Personnel identified above will follow school procedures. In an emergency situation, if considered necessary, centre staff or a teacher may take a child to hospital and parents should be advised as soon as possible. Parents may collect child from the centre if considered more appropriate. All contact details and relevant medical information for children and staff will be kept safe by the Designated First Aider for the duration of the trip. This information will be returned to the school office for disposal at the end of the trip.

9. SAFETY FOR THE FIRST AID ADMINISTRATORS

It is very important that time is taken to put on gloves, when dealing with blood or any body fluids. (These can be located in every classroom's 'medical cupboard' and in the main first aid room close to the school office.) This includes small wounds and vomit as well as children with soiled or wet underwear. Yellow bags are available for clinical waste. Once these are sealed and finished with they should be placed in the red bin in the kitchen area and then can then be put in the ordinary external bins. These are emptied weekly by PHS.

Spitting or biting can sometimes be a hazard dealt with by primary school staff. Sputum should be dealt with as for splashes of blood and bites should be dealt with as for puncture wounds, i.e. let the wound bleed, gently squeezing it and then washing with cold running water and no soap.

10. TRAINING

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. The register will be held in the school office.

Staff first training will be renewed and kept up to date.

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 updated at least every 3 years.

MONITORING, EVALUATION & REVIEW

Any questions or concerns regarding this policy should be made to

Name: Elizabeth Hindmarsh

Role: Headteacher

Date: 02.10.2024