



St Anne's RC Primary

'We Grow Together in God's Love'

First Aid Policy 2024-2027 **Reviewed Sept 25**

Mission Statement

We grow together as a Catholic Faith Community, as we follow and promote Gospel values in all we do. We grow together in wisdom, as we encourage each child to achieve their full potential, academically, spiritually and socially and in a spirit of confidence. We grow together in respect, friendship and responsibility, as we reach out to those in our wider community. We Grow Together in God's Love.

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

Legislation and guidance

This policy is based on the [EYFS Framework](#), 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
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and responsibilities

Appointed person(s) and first aiders

The school's primary first aiders 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 (this is done by the site manager)
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

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 pupils home to recover, where necessary
- Completing an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

All school staff are first aid trained

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.

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

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 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

First aid procedures

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 will provide the required first aid treatment
- If needed they will call for 2nd first aider to assess the injury and decide if further assistance is needed from 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 and given first aid slip
- If emergency services are called, a member of the office/SLT will contact parents immediately
- The first aider in conjunction with office manager will complete an LA accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. The report will include as much detail as possible, such as weather conditions, surface condition, witnesses (statements to be collected) etc and submitted to LA
- the school has two defibrillators which are located in the Nursery building (in the kitchen) and outside the main office .

Off-site procedures

First Aid kits will be taken on all off-site activities, along with individual pupil's medication such as inhalers, epi-pens etc. Staff who are first aid trained will accompany all off-site visits and for some trips with additional risks or hazards

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

- A mobile phone
- Consent
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details (If outside of school opening hours)

Risk assessments will be completed by the lead teacher prior to any educational visit that necessitates taking pupils off school premises (see EVC policy)

There will always be at least one first aider on school trips and visits. As required by the statutory framework for the Early Years Foundation Stage for any EYFS trips this person will hold a current Paediatric First Aid Certificate.

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
- Burns dressings

No medication is kept in first aid kits. First aid kits can be found:

- Outside the main office
- Outside KS2 library
- Outside Reception Classroom
- Nursery building
- Main school kitchen

Asthma inhalers/Epi pens

Children with Asthma are required to have an inhaler and spacer within school. School has purchased a spare asthma inhaler to use in an emergency and this is taken out every break and lunchtime and parental consent has been given via contact forms. At St Anne's, school equipment would be administered where the child's own resources were unavailable. School must have an asthma plan or in cases where an inhaler is needed following doctor recommendations a medicine a school form will need to be completed (See asthma and allergy policy and supporting children with medical needs policy)

Pupils who require Epi-pens are required to have two Epi-pens in school in their classroom and need a IHP completing (supporting children with medical needs policy)

Record-keeping and reporting

First aid and accident record book

- An accident will be recorded by the first aider on the same day or as soon as possible after an incident resulting in an injury in the accident book located in the office
- Details when reporting an accident will include the date, time of accident/incident, child's name, a brief summary of the accident and action taken.
- A copy of the accident report will also be given to parents.
- Records held in the Accident Register 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 HSE through Oldham LA

Accidents to staff, visitors and pupils resulting in a visit to hospital or requiring medical treatment should be reported to Oldham LA health and safety team and recorded on CPOMS: healthandsafetyteam@oldham.gov.uk Oldham LA will report any accidents that are RIDDOR reportable to the HSE. HSE guidance on reporting incidents in schools can be found in the [HSE information sheet](#)

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
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Physical Assault/Injury

Staff should complete an accident form submitted to Oldham LA if they or a pupil have been physically assaulted or injured by another pupil. The form should include a timeline leading to the assault, any triggers and resulting behaviours.

Phoning an ambulance

1. 1st aider to respond immediately to patient and call for an ambulance
2. Other adult to inform office
3. Office to inform parents
4. If no other adult, send 2 children to first member of staff
5. That staff member will check on 1st aider and patient and inform office.

Near Miss Events

Near-miss events that do not result in an injury, but could have done should be recorded using the Oldham LA accident form (above)

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 Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents/carers

The class teacher or office will inform parents of any accident or injury sustained by a pupil by giving a 1st aid slip, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will be contacted via phone for all head injuries and 'bumped head form given'

Training

The Headteacher will ensure that the school has adequate first aid trained staff based on the needs of the school following risk assessment.

- The school will keep a register of all trained first aiders, what training they have received and expiry date, this kept in the office
- Staff are encouraged to renew their first aid training when it is no longer valid
- The Headteacher will ensure that there are enough staff trained in paediatric first aid in early years to ensure cover for absence. This meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.
- The headteacher will ensure at least 2 staff members are training in outdoor first aid

Contractors working on site

All contractors working on site, whether cleaning staff or tradesmen, must be made aware of the first aid procedures on site including who they should notify if there is an accident.

Monitoring arrangements

This policy will be reviewed by the Headteacher every three years or following a change in legislation/school procedure.

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Asthma policy
- Policy on supporting pupils with medical





