

# First Aid Policy

## St Mark's Catholic Primary School



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Amended by	Michal Keller	Date: October 2024
Approved by	H&S Governor	Date:

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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](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), as well as 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed persons are the office staff (Veronica Lannigan) and the after-school care appointed person identified on the after-school care rota.

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

First aiders are trained and qualified to carry out the role (see section 7) 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

- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently 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 head teacher and staff members.

### **3.4 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 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)

### **3.5 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 appendix 2) for all incidents they attend where a first aider/appointed person is not called
- Completing bump to the head and use of inhaler form immediately, advising parents and keep a central log in order to monitor (see appendix 3 & 4)
- Informing the head teacher or their manager of any specific health conditions or first aid needs

## **4. First aid 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, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to

the parents

- If emergency services are called, the appointed persons will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

## **4.2 Off-site procedures**

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Emergency Medication
- Access to parents' contact details

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

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

## **5. First aid equipment**

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

- Adhesive tape
- A selection of bandages
- Disposable gloves
- Plasters of assorted sizes
- Vomit bags
- Non-adhesive dressings
- Dry wipes

No medication is kept in first aid kits.

First aid kits are stored in:

- In the school office (main first aid station)
- The school kitchen
- By the KS1 Classrooms (external door in cloakroom)
- By the Year 3 & 4 Classrooms, near the science corridor
- By the Year 5 & 6 Classrooms, near the door to Garden of Reflection

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the first aider/relevant member of staff 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, including all the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record (serious incidents only) by the appointed persons. This will then be passed to any future school who will then archive this for the relevant amount of time. 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, apart from those records held in the pupil's file as above.

## 6.2 Reporting to the HSE

The Administration Officer 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 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
- 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

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>

## ***Early Years Foundation***

### 6.3 Notifying parents

The appointed persons will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. The appointed person will inform parents of relevant bumps to the head and use of inhalers (See appendix 3&4).

### 6.4 Reporting to Ofsted and child protection agencies

The Headteacher or Designated Safeguarding Lead 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 Headteacher or Designated Safeguarding Lead will also notify local child protection agencies 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 Single Central Record – non-statutory items).

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 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 approved by the Health and Safety Governor.

## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Premises management Policy
- Policy on supporting pupils with medical conditions
- First Aid Risk assessment
- Educational Visits Policy

## Appendix 1: list of appointed person(s) for first aid

Staff member's name	Role	Contact details
Veronica Lannigan	Medical Officer/Appointed person/After-school appointed person	Office
Elizabeth Andrews	Appointed person	
Caroline Boxall (HLTA)	After-school appointed person	
Selina Wright (LSA/Head MDSA)	After-school appointed person	



## Appendix 2: accident report forms

Accident Report Form - Side B		Accident Report Form - Side A	
<p><b>Section B1</b> Please provide details of any actions or recommendations taken to avoid a similar occurrence reoccurring in the future.</p>		<p><b>Section A1 - About the person who had the Accident.</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Postcode: _____</p> <p>Occupation / Job Title: _____</p> <p><b>Section A2 - About the person recording the Accident.</b> Please fill in this section if you are someone other than the person who had the accident.</p> <p>Name: _____</p> <p>Address: _____</p> <p>Postcode: _____</p> <p>Occupation / Job Title: _____</p> <p><b>Section A3 - About the Accident.</b> When did the Accident happen? _____</p> <p>Time: _____</p> <p>Please state where the accident happened (Please add as much detail as possible).</p> <p>How did the accident happen? Please give as much detail as possible.</p> <p>Please describe any injuries suffered by the person who had the accident.</p>	
<p><b>Section B2</b> ONLY complete this section if the accident is reported under RIDDOR regulations (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Guidance on the scope of this weekly form was the injury reported to the Incident Contact Centre?)</p> <p>Investigate: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>File: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Event: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Critical Item: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Section B3</b> Data Requirement:</p> <p>Signature: _____ Date: / /</p>		<p>Please hand this form into your data protection officer or nominated person once complete.</p>	

## Appendix 2a School Accident Report

School Accident / Illness Report Slip	
Report issued by:	<div>Pupil's Name:</div> <div>Date:</div> <div>Time:</div> <div>Class:</div>
Location and details of accident/incident/illness	
<input type="checkbox"/> Head injury <input type="checkbox"/> Asthma <input type="checkbox"/> Bump/Bruiise <input type="checkbox"/> Cut/Graze <input type="checkbox"/> Headache/High temperature	<input type="checkbox"/> Vomiting/Nausea <input type="checkbox"/> Sprain/Twist <input type="checkbox"/> Nosebleed <input type="checkbox"/> Stomach pain/Upset tummy <input type="checkbox"/> Mouth injury/Toothache/Loose or missing tooth
<input type="checkbox"/> TLC applied <input type="checkbox"/> Collected from school <input type="checkbox"/> Parent/Carer contacted <input type="checkbox"/> Unable to contact parent <input type="checkbox"/> Well enough to stay in school after first aid	
<div> <div>Details of treatment and additional comments:</div> <div>Authorized signature:</div> </div>	
<div> <div> <b>IMPORTANT: Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.</b> </div> <div> <b>GDPR COMPLIANCE:</b> Remove ALL copies on completion and file according to your GDPR policy.         </div> </div>	

### Appendix 3: Head injury notification to parents



***St. Mark's Catholic Primary School***



#### **GUIDANCE FOR PARENT / GUARDIAN FOLLOWING A HEAD INJURY**

*Your child* .....  
today sustained a bump to the head and was treated in accordance with school first aid procedures. **We monitored the situation regularly and were unaware of any reactions. However, if you have any concerns we would suggest you call a doctor at once.**

The following should be looked for in particular, but are not the only symptoms:

1. Severe headache (not pain in any wound which has got worse since leaving school).
2. Vomiting
3. Drowsiness
4. Irritability or violence
5. Neck stiffness
6. Double vision (seeing double)
7. Unconsciousness
8. Crying continuously

**DO NOT TAKE ANY MEDICINES OR TABLETS UNLESS PRESCRIBED BY A DOCTOR.**

## Appendix 4 Inhaler Use Notification

**Note to parents – to be completed and issued by person who oversees inhaler use**

### SALBUTAMOL INHALER USE

Child's name : .....

Class : .....

Date : .....

Dear Parent / Guardian

This letter is to notify you that your child has had problems with his / her breathing today.  
This happened when.....

.....

A member of staff supervised them using their asthma inhaler.

They had .....puffs at .....

If your child's use of their inhaler becomes more frequent, we would strongly advise that your child be seen by your own doctor for a review.