

# St John's Catholic Primary School



## First Aid Policy

*"Christ is the Centre of our School Community where we live, love and learn together"*

### Introduction

St John's Catholic Primary School will ensure that there is adequate and appropriate first aid arrangements in place for all pupils, staff and visitors in accordance with the Health and Safety (First Aid) Regulations 1981 and approved Code of Practice and Guidance.

### Purpose:

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary

### 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

### **Roles and responsibilities**

Julie Bernard is the lead first aider. Most of our school staff are qualified first aiders who also have had defibrillator training.

Our school's appointed 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
- 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

### **The local authority and governing board**

The school's governing board has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management, 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 qualified 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

- 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 (see appendix 2) for all incidents they attend to and Informing the headteacher or their manager of any specific health conditions or first aid needs

## **Administration of Medicines**

Reference should be made to the school policy “Supporting children and young people with Medical Conditions in school.”

## **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 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 the 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, our admin team will contact parents immediately

- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

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

### **Off-site procedures**

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

- A school mobile phone
- A portable first aid kit including, at minimum:
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile
  - 2 safety pins
  - 1 individually wrapped moist cleansing wipe
  - 2 pairs of disposable gloves
- When a pupil has specific medical needs an individual risk assessment will be carried out or a specific note will be added on EVOLVE.
- If parents/ carers need to be contacted staff will contact school admin team who will contact parents.
- Parents contact details will be brought on Residentials. Senior Leaders will be informed if parent/ carer needs to be contacted.

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

- Risk assessments will be completed by the class teacher and checked by Mrs C O'Connell (Risk Assessment Lead) prior to any educational visit that necessitates taking pupils off school premises. All risk assessment documentation has to be uploaded onto EVOLVE and requires approval from the local authority.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework.

### **First aid equipment**

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

**No medication is kept in first aid kits.**

### **Storage of First aid equipment**

First aid kits are stored in:

- All classrooms
- The medical room
- The school staff room
- The school kitchen
- School mini bus

## **Record-keeping and reporting**

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

- An accident form will be completed by the first aider 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 of the information included in the accident form
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years.

### **Reporting to the HSE**

The 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 HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### **School staff: reportable injuries, diseases or dangerous occurrences**

These 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the business manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

Death of a person that arose from, or was in connection with, a work activity\*

- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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**

The first aider/ admin team 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. All bangs, scrapes and bruises will be recorded with an accident (pink) slip that is given to the parents at the end of the day. All bangs to the head or face will receive a phone call to inform parents even if child is well enough to stay in school. Parents will also be informed immediately if emergency services are called.

## **Reporting to Ofsted and child protection agencies**

The Headteacher/ DSL 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/ DSL will also notify local child protection agencies. Local authority, Police, careline of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **Training**

We encourage all staff to undertake first aid training so that we have a significant and sufficient number of trained staff.

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 school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

All staff will be trained in any aspects of First Aid deemed necessary to support a care plan for a pupil e.g. asthma, epilepsy, the use of an EpiPen. At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in statutory framework. The PFA certificate will be renewed every 3 years.

## **Defibrillators**

There is a defibrillator positioned at the bottom of the stairs in the main foyer area. For best practise, the first aid school staff have had training and are qualified to deliver this. However, you do not need to be trained to use a defibrillator, there are clear instructions on how to attach the defibrillator pads. It then assesses the heart rhythm and will only instruct you to deliver a shock if it's needed.