



**THROUGH GOD'S GRACE A COMMUNITY
GROWING IN KNOWLEDGE AND UNDERSTANDING**

St. Laurence Catholic Primary School
**A member of Our Lady of Walsingham Catholic Multi-
Academy Trust**



FIRST AID POLICY

Purpose:

To ensure that the welfare and well being of pupils is secure.
This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is revised every 3 years.

Aims

- To identify the first aid needs of the School in line with the Health and Safety at Work Act 1974.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) (RIDDOR). (see <http://www.hse.gov.uk/riddor/>)

Who was consulted?

Staff and Governors have been consulted in the development of this policy.

Relationship to other policies

This policy should be read in conjunction with the school's policy on Health and Safety and the Local Authority policy relating to Educational visits.

Roles and Responsibilities

The **Head teacher** is responsible for implementing the policy, identifying one or more suitable staff member(s) to be the Appointed Person(s) for managing first aid and the administration of medicines, and ensuring that appropriate resources and staff training are available in line with current health and safety legislation. The Head teacher should ensure that the policy is available on the school website and that staff are made aware of the names of trained First Aiders and Appointed Person(s).

All staff responsible for understanding the importance of risk assessment, and recognising the health needs of pupils for whom they have responsibility. Staff who have received first aid training are responsible for keeping themselves up to date with basic first aid,

Pupils are responsible for caring for their own welfare and that of other pupils..

The Appointed Person(s) need not be a First Aider, but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first-aid equipment eg restocking the first-aid containers
- Ensure that an ambulance or other professional medical help is summoned when appropriate

First Aiders

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. This is a voluntary post.

He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first aiders the Headteacher should consider the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

Arrangements for monitoring and evaluation

The Head teacher shall regularly update and monitor records, any changes and circumstances are to be reported back to the Premises, Health and Safety committee

Re-assessment of first-aid provision

As part of the School's annual monitoring

- The Head teacher shall review the Schools' first aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- The Head teacher monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- The Head teacher also monitors the emergency first aid training received by other staff and organises appropriate training
- The Appointed persons check the contents of the first aid boxes termly. Midday Supervisors and the lunchtime first aider are responsible for checking the contents of their own first aid boxes/pouches.

Providing Information

The Head teacher will ensure that all staff are informed about the schools' first aid arrangements as part of their induction process.

The Appointed Person will:

- Provide information packs for new staff as part of their induction programme
- Maintain a first aid notice board in the staff room
- Give all staff information on the location of equipment, facilities and first aid personnel.

PROVISION**How many first aid personnel are required?**

The Head teacher will consider the findings of the risk assessment and decide on the number of first aid personnel required. The school is a low risk environment, but the Head teacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- Adequate provision in case of absence, including trips
- Out of hours provision, eg. Clubs, events

Arrangements should be made to ensure that the required level of cover of both First Aiders is available at all times when people are on school premises.

Qualifications and Training

First Aiders will hold a valid certificate, issued by an organisation approved by the County Council

Appointed persons will undertake one-day emergency first aid training.

Specialist training in Paediatric first aid for children should be arranged in a three year cycle to ensure a member of staff with the appropriate level of certification is always available to the Early Years Foundation Stage base.

First Aid materials, equipment and facilities

The Head teacher must ensure that the appropriate number of first aid containers according to the risk assessment of the site are available.

All first aid containers must be marked with a white cross on a green background

- First aid containers must accompany all teachers off-site

Spare stock should be kept in school.

Responsibility for checking and restocking of the first aid containers:

- In school, the Appointed Person
- On buses, the coach provider
- For off-site Activities, the Class Teacher

Accommodation

The Head teacher must provide a suitable space for medical treatment and care of children during school hours. This needs not be a dedicated area but should be close to a lavatory and contain a wash basin.

Hygiene/Infection control

Basic hygiene procedures must be followed by staff.

Single use disposable gloves must be worn when treatment involves blood or other body fluids.

Care should be taken when disposing of dressings or equipment.

Reporting accidents

The First Aider must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting, the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE:

- Accidents resulting in death or major injury (including as a result of physical violence). These must be reported by telephone without delay (and followed up within ten days with a written report on Form 2508)
- Accidents which prevent the injured person from doing their normal work for more than three days. These must be reported within ten days with a written report on form 2508.

For definitions, see HSE guidance on RIDDOR 2013 and information on Reporting School Accidents in the DfE guidance "First Aid in Schools" (2014) <https://www.gov.uk/government/publications/first-aid-in-schools>

Accidents involving pupils and visitors that result in a person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work. i.e. If it relates to:

- Any school activity, both on or off the premises
- The way the school activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

These must be reported by telephone without delay (and followed up within ten days with a written report on Form 2508)

The Head is responsible for ensuring this happens.

The Appointed Person or First Aider must complete form IRF (96) on-line Reporting Accidents/Incidents form available at www.cambridgeshire.gov.uk/irf96

Record keeping

Statutory accident records: The Appointed Person must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of three years**.

The Head teacher must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of first aider or person dealing with the incident.

The Head teacher must have in place procedures for ensuring that parents are informed of significant incidents.

Monitoring

Accident records can be used to help the Head and the Governing Body identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

A list of First Aiders is kept in the school office.

The Head teacher should establish a regular review and analysis of accident records.

Adopted by The Resources Committee

Date: 29th November 2019

Review Due: November 2022

Policy Name: First AidPolicy Date: 2nd July 2015, reviewed November 2019

EQUALITY IMPACT ASSESSMENT for SCHOOL POLICIES

		Yes / No	Comments
1.	Does the Policy/Guidance affect one group less or more favourably than another on the basis of:		
	• Age (for policies affecting staff)	N	
	• Disability	N	
	• Sex	N	
	• Gender reassignment	N	
	• Pregnancy/maternity	N	
	• Race (which includes colour, nationality and ethnic or national origins)		
	• Sexual orientation	N	
	• Religion or belief	N	
	• Marriage / civil partnership	N	
2.	Is there any evidence that some groups are affected differently?	N	
3.	If we have identified potential discrimination are any exceptions reasonable, legal and justifiable?	N	
4.	Is the impact of the policy/guidance likely to be negative?	N	
5.	If so, can the impact be avoided?		Not Applicable
6.	What alternatives are there to achieving the policy/guidance without the impact?		Not Applicable
7.	Can we reduce the impact by taking different action?		Not Applicable

Equality Impact Assessment carried out by:
Resources Committee/H Roberts

Date: 29.11.19