



St Thomas á Becket CE (Aided) Primary School

With faith and nurture we flourish

First Aid Policy

SATUTORY	
Policy agreed date	March 2021
Approved by	FGB
Next review date	March 2023
Linked to	<ul style="list-style-type: none">• Health and safety policy• Policy on supporting pupils with medical conditions

1 Rationale

The purpose of providing first aid is the initial response of a member of staff to safely support an injured person and seek further help if appropriate.

2 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

3 Responsibilities

3.1 Appointed person(s) and first aiders

Lisa Meredith - Head Teacher

Katie Scaplehorn - Kestrel Class Teacher

Melody Huckle - Skylark Class Teacher EYFA

These staff are trained paediatric first aiders and qualified to carry out the role. They are responsible for:

- Taking charge when someone is injured or becomes ill
- 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
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- 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)
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

3.2 The local authority and governing board

Wiltshire County Council 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.

3.3 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 staff 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 below)

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

4 First aid procedures

4.1 In-school

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 Headteacher or if not available the School Administrator team will contact parents immediately
- The 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

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
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff 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.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2

5 First aid kits

Main equipment is stored in the staff room along with the school's minor accident book. Each class has its own first aid kit. All MDSAs carry a small portable first aid kit with them.

Teachers check the contents of each first aid kit regularly and replenish individual kits as required (stock is stored in the staff room). Class teachers are responsible for ensuring that they have an appropriate first aid kit with them when making any visit off the school site

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
- Sterilised water

No medication is kept in first aid kits.

6 Record-keeping and reporting

6.1 Pupils

Any injury requiring treatment should be recorded in the school's First Aid/Accidents book.

First aid and accident record book

- A minor accident form (Appendix 1) is completed if the injury needs only very minor first aid - a wipe, cold compress, plaster or ice pack for a short time.
- A head bump letter is emailed or sent home if there has been a slight head injury
- An AIRS 1 accident form (Accident/Near Miss/Violence at Work Reporting Form) will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury (Appendix)
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will also be added to the pupil's educational record by the school administrative team.

Reporting to the HSE

The Headteacher 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.

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

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

Notifying parents

The class teacher or teaching assistant 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.

Reporting to Ofsted and child protection agencies

The Headteacher 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 will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

6.2 School Employees

If an injury is sustained by a member of staff enter details in the Accident Book and complete a 'School Incident Report and Investigation Forms' (Appendix 2). This should be faxed to Schools Health and Safety (01225 713184)

Certain serious injuries require additional reporting to the Health and Safety Executive (immediately by telephone (0845 300 99 23) and within 10 days by completion of the appropriate form). Contact Health and Safety at Wiltshire Council for further advice (01225 713000). The school's Accident Book is kept in the school office. Non-employees

6.3 Parents, siblings, visitors, members of the public

Record details as for pupils of the school.

6.4 Contractors or others at work at the school (e.g. delivery persons)

Accidents are reported to employers

7 Precautions

Be aware of the potential for allegations of improperly touching a pupil. If necessary, have a second member of staff present to act as a witness.

Wipe down affected surfaces with a solution of suitable disinfectant.

Take precautions for own personal safety and wear appropriate personal protection to avoid cross contamination.

Appendix 1

Details		Incident	Treatment/Follow up (e.g. sent back to class / home)	Person dealing with incident
Date				Name
Name				Head injury?
				N Y – form completed
Place				Parent informed?
				N Y
Date				Name
Name				Head injury?
				N Y – form completed
Place				Parent informed?
				N Y
Date				Name
Name				Head injury?
				N Y – form completed
Place				Parent informed?
				N Y
Date				Name
Name				Head injury?
				N Y – form completed
Place				Parent informed?
				N Y
Date				Name
Name				Head injury?
				N Y – form completed
Place				Parent informed?
				N Y

Appendix 2

Accident/Incident Recording Sheet



Nature of Incident: Accident / Near Miss / Incident of Assault or Abuse (circle)

1. Injured Person

Forename:		Last Name:	
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Status: Employee / Pupil / Member of Public / Contractor (circle)

If employee, give occupation:			
If contractor, give company name:			
If member of public, give address and contact details:		If under 18 give age:	

2. Incident Details

Description of incident eg what happened, what was the person doing?:			
Where did it happen?			
Incident date:		Time of Incident (if known):	
Type of injury: e.g. cut/bruise		Part/s of body injured:	
First aid given?	YES / NO	Went straight to hospital?	YES / NO
Causes / contributory factors:			
Preventative measures already taken:			
Names of witnesses:			
Name of person completing form:			
Have you informed the Headteacher about this accident / incident?			YES / NO
Headteacher's comments:			

Hand this completed form to your Admin Office so that an Online Incident Report can be raised.