

# First Aid Policy June 2023

## St. Adrian's Catholic Primary School



**‘To Learn, To Love, To Live as a Community of  
God with Christ as our Teacher’**

**[www.stadrians.herts.sch.uk](http://www.stadrians.herts.sch.uk)**

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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](#) 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



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### **3. Roles and responsibilities**

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

The school's First Aid Lead is responsible for:

- Taking charge when someone is injured or becomes ill and a qualified first aider is required.
- 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 the school accident / incident duplicate book on the same day, or as soon as is reasonably practicable, after an incident (use of duplicate incident reporting book)

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

#### **3.2 The governing body**

The governing body 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.

#### **3.3 The headteacher**

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained 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 (see section 6)

#### **3.4 Staff**

School staff are responsible for:



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- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing the school accident / incident duplicate book for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 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, the school office or member of the SLT will contact parents immediately
- The relevant member of staff will complete the school accident / incident duplicate book 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.

### **4.2 Off-site procedures**

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

- A mobile phone which they are contactable on
- 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
  - Individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils



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- Parents' contact details

Risk assessments will be completed by the group leader and authorised by the EVC and Head prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, for Early Years Foundation Stage trip.

There will always be at least 1 first aider on school trips and visits.

### **5. 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.

First aid kits are stored in:

- All teaching rooms
- The school office
- KS2 and KS1 playground boxes (kept in school hall and Year 1 classroom)

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

#### **6.1 First aid and the School Accident / Incident duplicate book**

- The School Accident / Incident duplicate book will be completed by the member of staff who dealt with the injury / administered first aid
- The relevant details should be completed on the School Accident / Incident duplicate book when reporting an accident (date, full name, year group, nature of injury, first aid administered, any follow up actions, name of staff member completing the duplicate book, the member of staff responsible for informing parents)
- Records held in the first aid and School Accident / Incident duplicate 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.



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### **6.2 Reporting to the HSE**

The School 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 School Business Manager will report these to the HSE 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 scalding 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>

### **6.3 Actions required and Notifying parents**

#### **Bumped head and more serious injury (where the child does not need to go home)**

- The school office will be given a copy of the School Accident / Incident duplicate book record as a request to notify parents.
- The school office calls the parent to inform them of the injury. This call is recorded on Arbor.
- The duplicate book record is then returned to the teacher responsible for the child so it can be given to the parents.
- Staff monitor the child who has been injured throughout the rest of the day and advise the school office of any problem so the parent can be called
- Bumped head sticker provided to child



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### **Bumped head and more serious injury (where the child does need to go home)**

- The School Accident / Incident duplicate book is completed
- The office calls the parent to notify them of the incident and advise them that their child needs to go home
- The call is recorded on Arbor
- The child is monitored until they have gone home.

### **Minor injury**

- The School Accident / Incident duplicate book is completed by the adult dealing with the accident / incident
- A copy is given to parents by the class teacher

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

The Head Teacher 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.

## **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 appendix 3).

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.

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. The PFA certificate will be renewed every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed by the Head Teacher annually.

At every review, the policy will be approved by the governing body.

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

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Intimate care policy

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### Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE
Aideen Porter	Head Teacher
Sue Ruffell	Teaching Assistant
Kathy Reid	Nursery Nurse
Jilly Collier Garrity	Admin Assistant
Katharine Gibbons	Class teacher

### Appendix 2: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
First aid at work	Sue Ruffell	15/09/21	14/09/24
First aid at work	Jilly Collier-Garrity	8/3/22	7/3/25
First aid at work	Katharine Gibbons	8/3/22	7/3/25
Paediatric First Aid	Kathy Reid	26/11/23	25/11/26
Schools First Aid Course	Aideen Porter	25/11/21	24/11/24

**All staff members received first aid training on 21st October 2023**