



St Francis Catholic Primary School

A Community Growing in Love for Learning and Life - Rooted in God's Love

First aid policy

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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 governance committee members 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 (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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
- [The Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 First aiders

The school's first aiders are set out in Appendix 1. 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
- Requesting a phone call home following a child sustaining an injury to the neck, head or face or any other serious injury.

- 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

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

3.2 Trust Board of Directors

The Trust Board of Directors has ultimate responsibility for health and safety matters in the Trust, but delegates strategic management, operational matters and day-to-day tasks to the Headteacher, staff members and governance committee members.

3.3 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 Trust and the HSE when necessary (see section 6)

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

3.5 Governance Committee Members

Governance Committee Members will review and approve this policy and monitor its implementation.

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 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, a member of office staff will contact parents immediately
- The first aider or other 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

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

4.2 Off-site procedures

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

- A school mobile phone
- An appropriately stocked portable first aid kit as recommended in first aid training:
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure that the vehicle is equipped with a clearly marked, appropriately stocked first aid box as recommended in first aid training: The Headteacher will ensure that risk assessments are completed 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, as required by the statutory framework for the Early Years Foundation Stage.

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 usually include the following (as recommended in first aid training):

- A leaflet with general first aid advice
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Regular and large bandages
- Eye pad bandages
- Triangular bandages (individually wrapped and preferably sterile)
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individual wrapped unmedicated wound dressings
- Adhesive tape
- Safety pins
- Disposable gloves

- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

The following are suggestions only. Adapt this section to reflect your school's first aid arrangements.

- The medical room
- Reception (at the desk)
- In every classroom
- St Joan

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider or other 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 of the information included in the accident form at appendix 2
- For reportable accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the headteacher.
- Records held in the first aid and accident book will be retained by the school for a minimum of 5 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the Trust and the HSE

The Headteacher will ensure that a record is kept 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 ensure that these are reported these to the Trust office immediately (office@kcsp.org.uk) and to the Health and Safety Executive 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 Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

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 where 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>

6.3 Notifying parents

The school will inform parents of any accident or injury sustained by a pupil resulting in first aid treatment, and details of the first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

- For minor injuries requiring any first aid, a duplicate medical slip will be completed by the first aider on the same day. This slip must be given to an adult from the child’s class. This must be stored safely and given to the parents/carers at collection. If the child is attending after school club, the slip must be given to an adult at ASC and they must then give this to the parent/carer of the child at pick up. If the child is walking the slip may be given to the child to take home, permission from the parents will have been gained through the permission to walk home letter.
- If a child has sustained a head injury, they must have a ‘I bumped my head sticker’ stuck in a prominent place on them and another sticker must be placed on the medical slip that is given to the adult from their class.
- For more serious injuries an accident form (located in the medical cupboard) must be completed by the first aider on the same day or as soon as possible after an incident resulting in a more serious injury.

7. Training

All school staff are able to undertake first aid training if they would like to, subject to discussion with the line manager.

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 (Appendix 1)

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. 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
- Allergy management at school policy

Appendix 1: List of first aiders

Name	Position	First aid training	Date	Certificate	Date due for update (3 years max)
Aga McPherson	LSA	Paediatric	2.09.26	yes	31.08.29
Charlotte Livingstone	LSA	Paediatric	2.09.26	yes	31.08.29
Debbie Martin	LSA	Paediatric	2.09.26	yes	31.08.29
Estelita Gore	LSA	Paediatric	2.09.26	yes	31.08.29
Gosia Nowakowka	LSA	Paediatric	2.09.26	yes	31.08.29
Helen Cripps	LSA	Paediatric	2.09.26	yes	31.08.29
Jo Butler	Assistant Headteacher	Paediatric	07.02.24	yes	31.08.27
Karen Page	Teacher	Paediatric	7.02.24	yes	31.01.27
Melanie Hale	Cover supervisor	Paediatric	17.09.24	yes	31.08.27
Natalia Cazac	LSA	Paediatric	2.09.26	yes	31.08.29
Shanice Laverty	LSA	Paediatric	2.09.26	yes	31.08.29
Sue Bromley	LSA	Paediatric	2.09.26	yes	31.08.29
Bryan Loynes	Class Teacher	Paediatric	20.05.25	yes	31.04.28
Katy Hanlon	Learning Mentor	Paediatric	2.09.26	yes	31.08.29