



St Jude's CE Primary School

First Aid Policy

June 2024

A. Aims

The aims of our first aid policy are to:

1. Ensure the health and safety of all staff, pupils and visitors
2. Ensure that staff and governors are aware of their responsibilities with regards to health and safety
3. Provide a framework for responding to an incident and recording and reporting the outcomes

B. 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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

1. [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
2. [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
3. [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
4. [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
5. [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
6. [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

C. Roles and responsibilities

At St Jude's all staff have received basic First Aid training

D. Accidents and First Aid Procedures

1. Paediatric First Aid Trained staff

Our Qualified Paediatric First Aid Trained staff are as follows:

- Sophie Haydon
- Marsha Duke

They are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They are also responsible for first aid kit inspections.

The school has first aiders, the names of whom must be displayed on the standard first aid signs. Their names will also be displayed prominently around the school site.

Any injuries to pupils or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the accident book and an accident/first aid slip completed where first aid has been given. The first aiders to whom they are allocated must maintain the contents of first aid boxes. The first aiders, under the supervision of the Head teacher and Head of School, will report accidents, ill health conditions and dangerous occurrences that fall within statutory reporting requirements, in accordance with Council procedures.

1. All staff are authorised to administer basic first aid treatments such as plasters or cold compresses. Class teachers are responsible for ensuring that whilst groups of children are out of school, a fully stocked portable first aid kit is available at all times.
2. If a first aider is required to attend an accident they must complete the relevant section of the accident/first aid slip stating what treatment has been given.
3. First aiders are not permitted to administer any pain relief unless the administration of medication policy has been followed.
4. The first aider attending will make the decision whether further help is needed such as another first aider or in an emergency, an ambulance.
5. Head injuries require a telephone call or face-to-face conversation with the parents, stating whether they would like the child to be picked up or informing them of the injury.
6. All staff must be aware of any children who have any form of allergies, such as nuts or plasters and what to do if the child were to come into contact with these. These can be found on the First Aid Medical Posters located in the staff room.
7. All persons dealing with open wounds, vomit or other bodily fluids must wear the disposable gloves provided.

E. Staff

School staff are responsible for:

1. Ensuring they follow first aid procedures
2. Ensuring they know who the first aiders in school are
3. Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
4. Informing the Head teacher or Head of school of any specific health conditions or first aid needs

F. In-school procedures

In the event of an accident resulting in injury:

1. 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
2. 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
3. The first aider will also decide whether the injured person should be moved or placed in a recovery position
4. 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
5. If emergency services are called, the Head of School will contact parents immediately
6. 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.

G. Off-site procedures

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

1. A school mobile phone

2. 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
3. Information about the specific medical needs of pupils
4. Parents' contact details

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:

1. 10 antiseptic wipes, foil packed
2. 1 conforming disposable bandage (not less than 7.5cm wide)
3. 2 triangular bandages
4. 1 packet of 24 assorted adhesive dressings
5. 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
6. 2 sterile eye pads, with attachments
7. 12 assorted safety pins
8. 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the class teacher 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.

H. First aid equipment

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

1. A leaflet giving general advice on first aid
2. 20 individually wrapped sterile adhesive dressings (assorted sizes)
3. 2 sterile eye solution
4. 5 absorbent pads
5. 2 individually wrapped triangular bandages
6. 3 pairs of disposable gloves
7. 2 ice packs
8. 1 disposable clean up pack
9. First Aid tape
10. 2 sick bags
11. 2 face masks
12. Heat pack

No medication is kept in first aid kits.

First aid kits are stored in:

1. The medical room
2. Reception (at the desk)
3. Outside the Year 4/5 classroom, on the window ledge
4. In the Year Reception classroom, on the window ledge
5. In the Year 1 classroom, on the window ledge
6. The school kitchen

I. Record-keeping and reporting

I.1 First aid and accident record book

1. 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
2. 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
3. Records held in the first aid and accident 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

J. Reporting to the HSE

The Head of School 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 Head of School 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:

1. Death
2. 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 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
3. 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 Head of School will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
 4. 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
 5. 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:

1. Death of a person that arose from, or was in connection with, a work activity*
2. 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:

3. A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
4. The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
5. 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](#)

K. Notifying parents

The first aider 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. Parents will also be informed if emergency services are called.

L. Reporting to Ofsted and child protection agencies

Only early years providers are required to report an accident or injury to Ofsted.

The Head of School will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 Head of School will also notify the Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

M. 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.

O. Monitoring arrangements

This policy will be reviewed by the SENDCo annually.

At every review, the policy will be approved by the Head teacher, Head of School and the Governing body.

L. Links with other policies

This first aid policy is linked to the:

1. Health and safety policy
2. Risk assessment policy
3. Policy on supporting pupils with medical conditions

Policy History

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|----------------------------|-----------|
| Date Reviewed by governors | June 2024 |
| Next Review | June 2025 |

This policy has been agreed by the PAC committee on

Chair of Governors: Geraldine O'Brien

Signed: Geraldine O'Brien

Date:

Appendix 1: list of trained First Aiders

| STAFF MEMBER'S NAME | ROLE |
|---------------------|----------------------------------------|
| Madeline Appleby | Assistant Head teacher Yr R teacher |
| Alexander Cutts | PPA Cover teacher |
| Claire Reid | Head of School |
| Neelum Khan | Yr 2 class teacher |
| Megan Valuks | Yr 4/5 class teacher |
| Marsha Duke | TA Paediatric First Aid trained |
| Patrice Francis | TA |
| Sophie Haydon | TA Paediatric First Aid trained |
| Talvir Hunjan | TA |
| Alison Kyei-Baffour | TA |
| Larry Gunessee | Premises Officer |
| Andrew Johnson | Cleaner |
| Kelly Jackson | Business Manager |
| Andrea Fender | SENDCo |
| Lettice Martin | Receptionist |
| | |

Appendix 2: School accident report form

| School Accident / Illness Report Slip | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|
| Pupil's Name: | | | |
| Date: | Time: | Class: | |
| Person Reporting Accident/Illness: | | | |
| Location and details of accident/incident/illness: | | | |
| IMPORTANT: Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home. | <input type="checkbox"/> Head injury | <input type="checkbox"/> Vomiting/Nausea | <input type="checkbox"/> TLC applied |
| | <input type="checkbox"/> Asthma | <input type="checkbox"/> Sprain/Twist | <input type="checkbox"/> Collected from school |
| | <input type="checkbox"/> Bump/Bruise | <input type="checkbox"/> Nosebleed | <input type="checkbox"/> Parent/Carer contacted |
| | <input type="checkbox"/> Cut/Graze | <input type="checkbox"/> Stomach pain/Upset tummy | <input type="checkbox"/> Unable to contact parent |
| | <input type="checkbox"/> Headache/High temperature | <input type="checkbox"/> Mouth injury/Toothache/Loose or missing tooth | <input type="checkbox"/> Well enough to stay in school after first aid |
| Details of treatment and additional comments: | | Authorised signature: | |

Jax First Aid Supplies Tel: 0500 606 4731

Appendix 3: 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 | All staff | 08/01/2024 | 08/01/2025 |
| Paediatric First Aid | Sophie Haydon Marsha Duke | 08/01/2024 | 08/01/2025 |
| Epilepsy | All staff | 24/01/2024 | 24/01/2025 |
| Asthma | All staff | 07/05/2024 | 07/05/2025 |
| Allergy & Epipen | All staff | 22/05/2024 | 22/05/2025 |