

# St John's CE Primary Academy



## 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 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, 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
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

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

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

The majority of school staff are trained first aiders (First Aid at Work) with 2 members of staff trained in Paediatric First Aid. 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
- 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 an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

#### **4. First Aid Policy Responsibilities**

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

#### **The Local Authority and Governing Board**

Staffordshire 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.

#### **The Principal**

- 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 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)

### **Staff**

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) 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

## **5. First aid procedures**

### **In-school procedures**

- 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

## **6. First aid equipment**

In accordance with HSE guidance the first aid area in school will include the following as a minimum:

- A HSE 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 supplies are stored in the area adjacent to the staff toilet

Examples of reportable injuries include:

- 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) covering more than 10% of the body's total surface area or causing 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 injury arising from working in an enclosed space leading to hypothermia, heat induced illness, resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that result in an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (excluding the day of the incident). These must be reported to the HSE within 15 days
- Occupational diseases diagnosed in writing by a doctor as linked to occupational exposure (e.g. carpal tunnel syndrome)

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

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

### **Notifying parents (EYFS only)**

The relevant staff member 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 is reasonably practicable. Parents will also be informed if emergency services are called.

### **Reporting to Ofsted and child protection agencies (early years only)**

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.

## **7. First Aid Trained Staff Members**

Sabah Ghafoor - Teacher

Jessica Dunkley - Teacher

Sabah Ghafoor and Anjela Fernando - Paediatrics trained

David Whiteman - Bursar

Andrea Turkmen - Teacher

Bethany Moulton - Teacher

Ayesha Mustafa - Teacher

Leyla Koksai - Teacher

Richard Lee - Teacher

Dawn Bowler - Teaching Assistant

Juhi Prabhakaran - Teaching Assistant

Jacqui Hawkins-Farrow - Care Club Assistant

Tooba Aidrus - Teaching Assistant

Susan Newnes (Paediatrics) - Finance Officer