

# St Thomas More Catholic Primary School



“Learning to love, live and celebrate as we grow in the knowledge and love of Christ.”

## First Aid Policy

Author: Executive Headteacher

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Next Review: Autumn 2023

## **THE CATHOLIC ETHOS OF THE SCHOOL**

At St. St Thomas More Catholic Primary School we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each child and family and to provide a warm, caring and safe environment within which all children can learn and develop. Our school was founded by and is part of the Catholic Church. The school is to be conducted as a Catholic school in accordance with canon law and teachings of the Catholic Church, and in accordance with the Trust Deed of the Archdiocese of Westminster and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

### **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 reporting the outcomes

### **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
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

### **Roles and Responsibilities**

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

The school has 15 trained paediatric first aiders. 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 either informing the office staff if there is a need to replenish these kits or replenishing the contents of these kits themselves (Office Staff (SF) and MSA (LS) do a monthly check to ensure kits are fully stocked)

- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role 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 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 paediatric first aiders are listed in Appendix 1. Their names are also displayed prominently around the school.

### **The local authority and governing board**

Hertfordshire Local Authority 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 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 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**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports using the 'School Accident Report' duplicate book in the First Aid/Teachers' PPA room for all incidents they attend to where a first aider is not called. Top slip to be handed to the parent/responsible adult when the child is collected from school and/or put in child's book bag.

- Informing the Headteacher or their manager of any specific health conditions or first aid needs

## **First Aid Procedures**

### **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. Staff can also refer to Appendix 2 for further guidelines
- 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

### **Off-site procedures**

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. These are reported using the EVOLVE system.

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

## **First Aid Equipment**

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

- A leaflet with general first aid advice
- Alcohol Hand Gel
- Resuscitation Face Shield
- Sick Bag

- Sterile Eye Wash
- Bumped Head notes and a pen
- Regular and large bandages
- Adhesive dressings
- Low Adherent Dressing Pads
- Disposable gloves
- Wound Cleansing Wipes
- Plasters of assorted sizes
- Absorbent Cotton Gauze Swabs
- Scissors
- Tweezers
- Cold compresses (in fridge in hall – 1 per class)
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- Every classroom
- The wraparound room
- 'Bum Bags' in the Dining Hall that are also taken outside by the MSAs on lunch duties on the playground.

### **Record-Keeping and Reporting**

#### **First aid and accident record book**

- A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time. For all children, a text is sent if a child has a bumped head. Office staff would phone the parents for a more serious bump. Accidents that are very minor are reported using the School Accident Report Duplicate Book which is kept in the First Aid/Teachers' PPE room.
- A HCC Online Accident Form will be completed by the relevant member of staff using the SOLERO system, on the same day or as soon as possible after a major incident resulting in an injury. This will also be logged on CPOMS.
- 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.
- 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, a HCC Online Accident form will be kept until the child is 21 years old.

#### **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.

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 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
- 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>

### **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. All children who receive a bump to their head will have a text sent to their parents.

### **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.

### **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 1 for the list of Paediatric First Aiders).

Staff are encouraged to renew their first aid training when it is no longer valid.

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 and is updated at least every 3 years.

### **Monitoring Arrangements**

This policy will be reviewed by the Head teacher in conjunction with the Health & Safety Governing committee every 2 years.

At every review, the policy will be approved by the full governing board

### **Links With Other Policies**

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

### **First Aid During the Covid 19 Pandemic**

Please click on the link for the latest guidance from the HSE

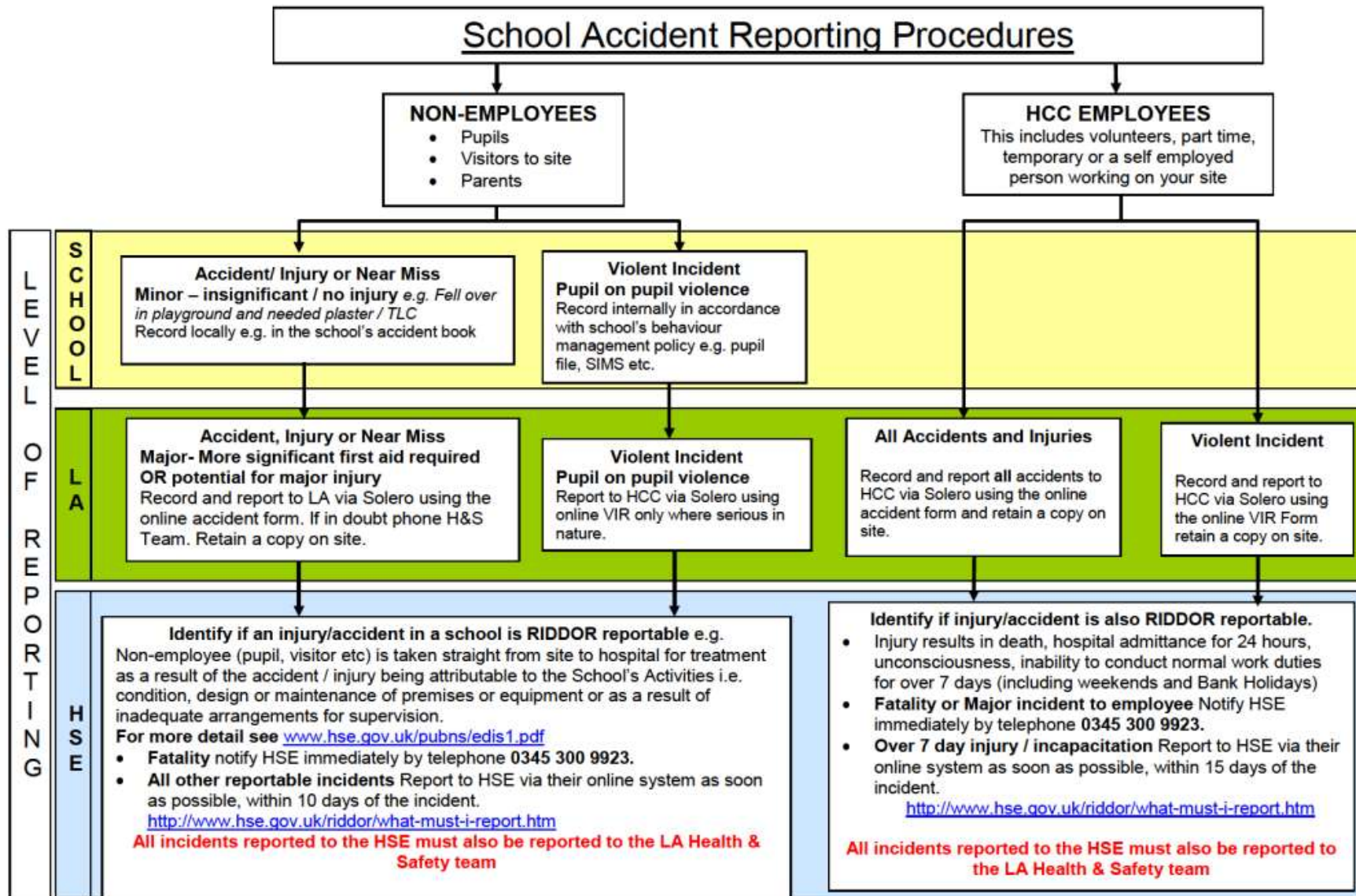
<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

## **Appendix 1**

<b>Paediatric First Aiders 2021-22</b>	
<b>Name</b>	<b>Role</b>
Angeles Borego-Martin	TA in Yr 2 Mon-Fri am, Tues & Thurs pm
Buk Hotson	Wraparound (various) and MSA Mon-Fri
Caroline McCloone	Wraparound(various) & Yr 4 TA Wed-Fri
Emma Adams	Reception Class Teacher Mon-Wed,
Eoin Power	Year 5 Teacher
Imogen O'Sullivan	TA in Nursery Mon-Fri (inc 30 hrs in pm)
Juliet Tan Sutcliffe	TA Mon-Fri in various classrooms
Luciana Samtani	TA in Yr 4 (1:1) MSA Mon-Fri
Michelle Anderton	Head of School
Rebecca Johnson	Year 6 Teacher
Rosemary Simpson	Year 2 Teacher Wed-Fri
Samantha Delderfield	(on Mat Leave until March '22) Nursery TA
Samantha O'Hara-West	Reception TA (not in on Thursdays)
Suzie Furmston	Office Administrator Mon, Tues, Thurs, Fri
Wandy Morgan	TA in Yr 5



## Appendix 2



- **THE REPORTING OF EMPLOYEE INCIDENTS TO THE LA IS ONLY MANDATORY WHERE IT IS THE DUTY HOLDER (COMMUNITY, COMMUNITY SPECIAL, VC AND MAINTAINED NURSERY SCHOOLS)**

- Adult (18yrs plus) accident records need to be kept for at least three years.
- Pupil accident records need to be kept for three years from their 18<sup>th</sup> birthday, therefore, until they are 21.