

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

Approved: Autumn 2021

Reviewed: Autumn 2023

Next Review: Autumn 2024

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 10 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 (AH & LB) 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 correct form for all incidents they attend to. See Appendix 3 for flow chart of actions.
- 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 and 3 (flow chart) for further guidelines
- If emergency services are called, parents will be contacted 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 (see appendix 3)

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 green accident/injury form is completed with child being given a green paper wristband. School keep a copy in our accident/injury folder and the original is sent home with the child.
- A red head injury form is completed with child being given red paper wristband. School keep a copy in our head injury folder and the original is sent home with the child. A text or call is also sent to notify a parent/carer.
- 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

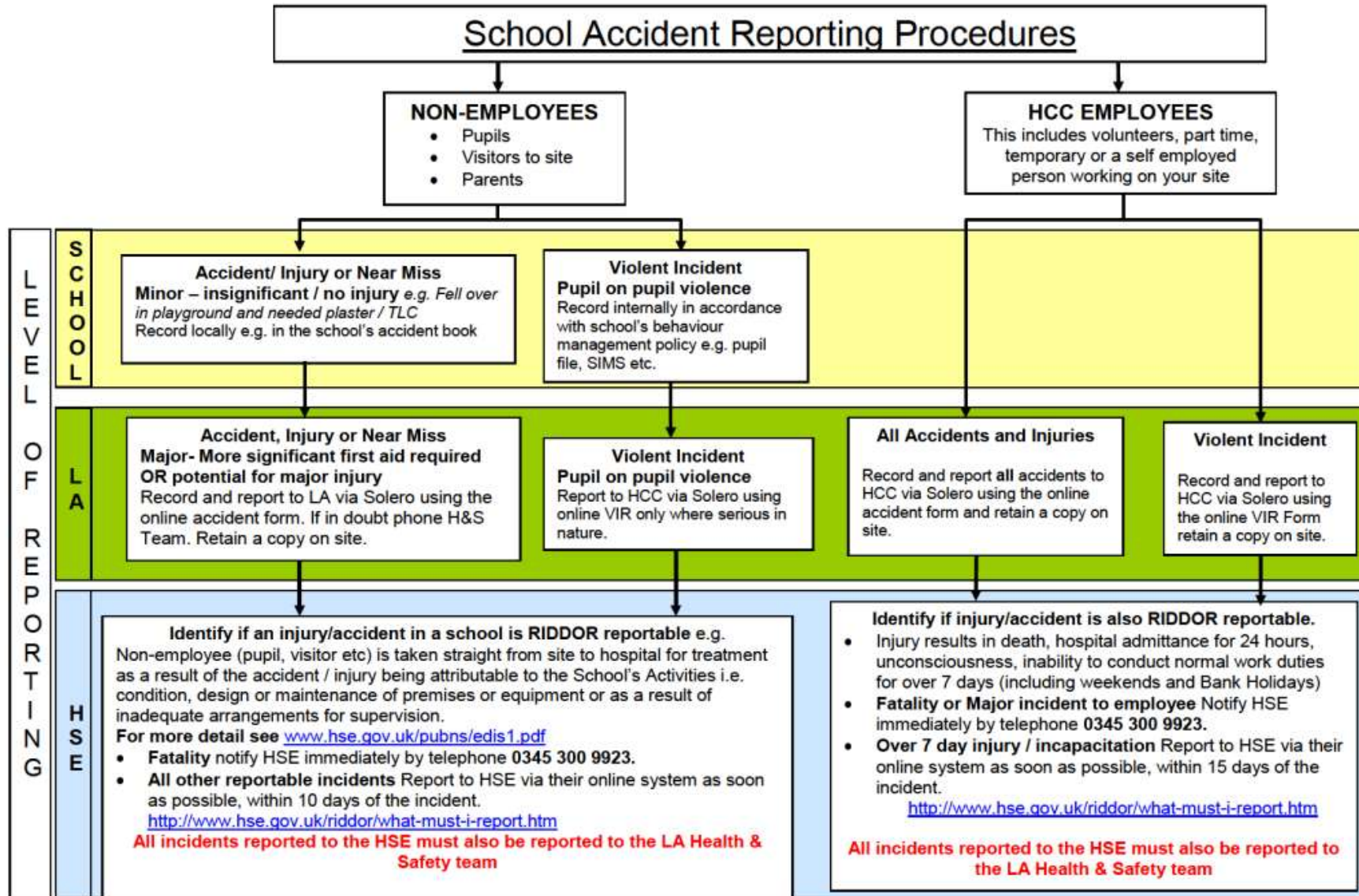
This first aid policy is linked to the

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

Appendix 1

Paediatric First Aiders 2023-24	
Name	
Angeles Borego-Martin	Level 3 Paediatric First Aid
Natalija Cohen	Level 3 Paediatric First Aid
Julie Davidson-Ali	Level 3 Paediatric First Aid
Nadine Jackson	Level 3 Paediatric First Aid
Clare Jevon	Level 3 Paediatric First Aid
Caroline McLoone	Level 3 Paediatric First Aid
Luciana Samtani	Level 3 Paediatric First Aid
Rebecca Trowbridge	Level 3 Paediatric First Aid

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 18th birthday, therefore, until they are 21.*



St Thomas More
Catholic Primary School

First Aid Flowchart

Injury/accident witnessed or reported to adult



Check over child and any injury/ies sustained



Give any necessary first aid – clean, plaster, ice pack, comfort etc. If unsure how to proceed, seek a second opinion from another member of staff



Complete a **green accident/injury form** to be given to the office
↓
Child given **green** wristband



Complete a **red head injury form** to be given to the office
↓
Child given **red** wristband with time of injury written onto wristband
↓
Office informed to text parent/guardian

Office to copy all accident/injury forms for record-keeping before the end of each day. These are then to be delivered to classes. Children to take coloured letter home which corresponds to their wristband colour.

Any serious/severe/unusual injuries – seek second opinion and call to parents to notify after providing first aid.