



Rosary Catholic Primary School

Our school values: LOVE, RESPECT, ASPIRATION, INCLUSIVITY, CURIOSITY

First Aid in School Policy

Approved by	Full Governing Board
Links to	Health and Safety Policy; Positive Physical Contact Policy
Review period	Annual next review September 2024

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

Printed copies of this document are available on request, from our school office.

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 & Responsibilities

The Rosary School has 2 paediatric trained first aiders in school and the majority of support staff have emergency first aid in school training – renewed every 3 years. This means that in each class, breakfast club and after school club there is at least 1 member of staff with first aid training and at lunch and break times a first aider is always available.

A member of staff has the responsibility for making sure first aid supplies are adequate and in date. The office staff ensure that the Headteacher is informed of serious injuries or accidents.

All staff are responsible for:

Ensuring they follow first aid procedures

Ensuring they know who the first aiders in school are

Filling in first aid forms when a first aider / office staff member is not available and informing parents if needed, or phoning an ambulance in an emergency

Informing the head teacher of any illness or specific health conditions

aiders in school are responsible for:

Taking charge when someone is injured or becomes ill

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

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Staff who administer first aid are responsible for:

Assessing an injury and administering first aid as appropriate

Filling in an accident form, issuing a bump note, putting on a bumped head wrist band

Phoning parents or carers to inform them of the incident if serious or a head bump and request parental advice on whether to send home or go to hospital / doctor or make this decision if parents cannot be contacted with advice from head of school or executive head teacher

Filling in the SHE accident form or HSE incident report if serious accident at work (on advice from the executive head teacher)

Keeping first aid procedure sheet up to date and displayed in all areas of school

The Headteacher is responsible for:

Ensuring that an appropriate number of trained first aid personal are present in 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

Ensuring there is an appropriate space for catering to the medical needs of pupils (office area or staffroom for private care)

Reporting specified incidents to the HSE when necessary

FIRST AID PROCEDURES

Playground duty staff need to carry a 'first aid belt bag' with a whistle at all times. [The 'belt bag' to contains sterile wipes, plasters, gauze and micropore, sterile first aid dressings, gloves) This is so staff can administer immediate first aid if needed.

In the event of a serious medical incident or emergency – the whistle must be blown and children to stop play and be moved to a safe or area away from the incident.

WHAT TO DO:

Playground incidents – Any fall or incident in the playground / field must be assessed by a first aider and teachers need to be informed by the MDSA or TA at the end of the play time / lunch so they can inform parents at the end of the day. Playground staff will carry a 'belt bag' at all times so they can deal with minor incidents straightaway.

If children have a minor bump or graze – they do not need to go into the school unless it needs a full clean, or is bleeding or is a head bump that needs an ice-pack.

Head bumps – serious – an ice pack must be applied and replaced every 4 minutes. An accident form must be filled in, bump wrist band given and contact the parents so they can decide if child to be collected and checked by doctor / hospital.

Head bumps – minor – use an ice-pack and let the parents know by phone call / message that the child has had a minor bump that has been dealt with (slip and head bump sticker must be given).

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Grazes / cuts – clean with water and a paper towel. If not bleeding allow to air dry. If bleeding apply a plaster or dressing secured with Micro pore tape. (Check for any allergies to plasters) the child may have)

Sickness (vomiting) – try to ascertain if child's sickness is phlegm or vomit. If it is phlegm, reassure the child and tell a teacher at the end of the break so they can tell a parent. If vomit, sit the child outside the school office and ask office staff to call parents or emergency contact number for child to be picked up. Sprinkle soiled area with absorbent powder (body fluid response kit) and let office staff know so they can inform cleaner.

Wetting / soiling – clean up the child as best you can or ask for help from another adult. Please make sure there is another adult close by who can hear / see inside the toilet area. Ask teacher for spare clothes. All soiled clothes must be put into a bag and sent home. Please wear gloves when dealing with bodily fluids – we are not always told if a child is a carrier for infectious diseases.

Basic medical supplies are kept in the EAL room.

All serious incidents must be logged by the school admin team.

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 the scene until help arrives. Parents to be called immediately if the emergency services are called.

The first aider will also decide whether the injured person should be moved or placed in a recovery position.

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.

Offsite first aid procedures:

The risk assessment and first aid procedures of any offsite venue must be read and understood by all visiting staff.

A school risk assessment must be carried out and agreed by the school visit coordinator or the headteacher via the GCC evisit site.

A mobile phone must be taken on the school trip to be used in the case of an emergency. A portable first aid kit and sick bags must be taken.

There must be access to parents' contact details.

There must always be at least 1 person holding a current first aid certificate on a trip.

First Aid Kits:

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

A leaflet or poster with general first aid advice is next to each kit.

Regular and large bandages

Eye wash & pad bandages

Triangular bandages

Adhesive tape

Safety pins

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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 main office
Reporting

An accident form is completed if the injury needs only minor first aid a wipe, cold compress, plaster or ice pack for a short time. For head bumps a wrist band is put on securely as well as a note home

A form will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury – this is for staff, visitors or pupils.

As much detail as possible should be supplied when reporting an accident on the form home to parents and on the online form.

A copy of any serious accident report will also be added to the pupil's CPOMS 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, an AIRS 1 form will be kept until the child is 21 years old.

Reporting to the GCC SHE unit

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 (GCC SHE unit as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include: death and specified injuries.

Specified injuries include:

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

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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

Reporting to OFSTED or 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.

We require all our Midday Supervisors and Teaching Assistants to undertake Emergency First Aid Training at the earliest opportunity after appointment. Teachers and TAs in the Early Years Class are expected to undertake the Paediatric First Aid course.

The school holds a list of all first aid qualified persons and office staff inform them when their training is due to expire.

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