



Our Lady of Lourdes
Catholic Primary School

First Aid Policy

2023 to 2024

Signed electronically by Chair of Governors: <i>J Curran</i>	Name: Joan Curran	Date: 12.10.2023
Signed electronically by Headteacher: <i>O Bell</i>	Name: Oliver Bell	Date: 12.10.2023
Ratified by: Governing Body on 12.10.2023		Next Review: First FGB after 31 st October 2024

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	First Aid Policy - 2023 to 2024	Date	09.10.2023
EIA CARRIED OUT BY:	Jayne Russell	EIA APPROVED BY:	Joan Curran

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)	All groups of treated equally – no bias given	All groups of treated equally – no bias given
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).	Same as above	Same as above
Gender Reassignment (transsexual)	Same as above	Same as above
Marriage and civil partnership	Same as above	Same as above
Pregnancy and maternity	Same as above	Same as above
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)	Same as above	Same as above
Religion or belief (practices of worship, religious or cultural observance, including non-belief)	Same as above	Same as above
Gender (male, female)	Same as above	Same as above
Sexual orientation (gay, lesbian, bisexual; actual or perceived)	Same as above	Same as above

Any adverse impacts are explored in a Full Impact Assessment.

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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

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

2. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Rosa Parrinello (Liz Hopewell as back up). 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 (with help and support from the SLT and school office).

First aiders are trained and qualified to carry out the role (see section 7) 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 (any accident form used should include all of the information showing in appendix 2)
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 1.

3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.4 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)

3.5 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 (any accident form used should include all of the information showing in appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

3. First aid procedures

4.1 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
- 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, a member of the office staff will contact parents immediately
- 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
- If applicable, a 'Bumped Head' wristband will be applied to the pupil and if deemed necessary the school office will be asked to send a courtesy 'Bumped Head' text, or a phone call, to parents/carers.

4.2 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
- Emergency contact at school, who can provide Parents' contact details if necessary

There will always be at least one qualified first aider in attendance.

Risk assessments will be completed by the teacher in charge of the visit and the risk assessment should be signed off by the Headteacher and Educational Visits Co-Ordinator, prior to any educational visit that necessitates taking pupils off school premises.

If EYFS are going off site 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.

4. First aid equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- 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 First Aid room
- Each classroom (basic essential supplies in 'First Aid Bum Bag')

5. Record-keeping and reporting

6.1 First aid and accident record book

- For VERY minor accidents such as small grazes the first aider/relevant member of staff will complete the sheet in the First Aid folder on the same day or as soon as possible after an incident resulting in an injury.
- For all other incidents a full accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. The top copy should be sent home to parents and the blue copy filed in the First Aid file/wallet, in date order.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in appendix 2
- For more serious accidents/incidents or near misses, the first aider or relevant member of staff should inform the school office and School Business Manager. The School Business Manager, together with the person who dealt with the accident/incident will liaise with our H&S Advisory Service (H&S Department) and report to the HSE under RIDDOR if appropriate.
- Records held in the first aid and accident book will be retained by the school for until DOB of the child + 25 years, in accordance with GDPR Retention Policy.

6.2 Reporting to the HSE

The Headteacher/School Business Manager 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 School Business Manager 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)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

When a FULL (carbon copied) accident form is completed the first aider will ensure that a copy of the accident form is put in the child's book bag to 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.

If deemed necessary, the first aider will also make a phone to parents informing them of the injury and treatment given.

If applicable, a 'Bumped Head' wristband will be applied to the pupil and if deemed necessary the school office will be asked to send a courtesy 'Bumped Head' text, or a phone call, to parents/carers.

6.4 Reporting to Ofsted and child protection agencies

The Chair of Governors/Headteacher will liaise with the South Gloucestershire Council to 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 Chair of Governors/Headteacher/Designated Safeguarding Lead will also notify the LADO of any serious accident or injury to, or the death of, a pupil while in the school's care.

6. 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).

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.

7. Monitoring arrangements

This policy will be reviewed by the Headteacher/SBM every year.

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

8. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Medical needs policy

Appendix 1: list of appointed person for first aid and trained first aiders

Staff member's name	Role	Notes
Rosa Parrinello	Appointed Person and First Aider Teaching Assistant	Administration of Medication in School (booked for 16.10.23) Emergency Paediatric First Aid QA Level 3 Award
Louise Andrews	Admin Assistant	Emergency Paediatric First Aid QA Level 3 Award
Lily Anslow	Teaching Assistant	Administration of Medication in School
Aneta Frankowska	Teaching Assistant	Emergency Paediatric First Aid QA Level 3 Award
Luca Gilardoni	Teaching Assistant	Emergency Paediatric First Aid QA Level 3 Award Administration Of Medication in schools
Maria Kearns	Teaching Assistant	Emergency Paediatric First Aid QA Level 3 Award Administration of Medication in School
Molly Walker	Lunchtime Supervisor	Emergency Paediatric First Aid QA Level 3 Award
Jayne Russell	School Business Manager	Emergency Paediatric First Aid QA Level 3 Award

Michelle Sterling	Teaching Assistant	Emergency Paediatric First Aid QA Level 3 Award
Kat Trenoweth	Teaching Assistant	Administration of Medication in School
Liz Hopewell	Teaching Assistant/Higher Level Teaching Assistant	Administration of Medication in School Emergency Paediatric First Aid QA Level 3 Award
Ana Arias	Teaching Assistant	Emergency Paediatric First Aid QA Level 3 Award

Appendix 2: This information is to be included on any accident report form (although this specific template is not used)

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	

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 updated (where applicable)
<i>Administration of Medication in School</i>	Lily Anslow Lucia Gilardoni Maria Kearns Kat Trewoweth Rhian Williams	21-Nov-22 12-Jul-22 12-Jul-22 07-Mar-22 21-Nov-22	Exp - Nov 24 Exp - July 24 Exp - July 24 Exp - Mar 24 Exp - Nov 24
<i>Administration of Medication in School</i>	Liz Wilson Rosa Parrinello	Training Booked for 16.10.23	
Emergency Paediatric First Aid QA Level 3 Award	Ana Arias Aneta Frankowska Maria Kearns Rosa Parrinello Jayne Russell Molly Walker Rhian Williams Liz Wilson Lucia Gilardoni Liz Wilson	03-Sep-21 03-Sep-21 03-Sep-21 03-Sep-21 03-Sep-21 03-Sep-21 03-Sep-21 03-Sep-21 03-Sep-21 03-Sep-21	Exp - Sept 24 Exp - Sept 24 Exp - Sept 24 Exp - Sept 24 Exp - Sept 24 Exp - Sept 24 Exp - Sept 24 Exp- Sept 24 Exp- Sept 24 Exp- Sept 24
Paediatric First Aid NCFE CACHE Level 3	Nicole Lesauteur	16-Jun-22	Exp - Jun 25
QA Level 3 Award in Emergency Paediatric First Aid	Michelle Sterling	27-Mar-21	Exp – Mar 24