

St Mary's Catholic Primary School Bognor Regis



First Aid Policy

Reviewed: Spring 2024

Next Review Date: Spring 2026

Contents

1. Aims	
2. Legislation and guidance	
3. Roles and responsibilities	
4. First aid procedures	
5. First aid equipment	
6. Record-keeping and reporting	
7. Training	
8. Monitoring arrangements	
Appendix 1: list of appointed person(s) for first aid and/or trained first aiders.....	

1. Aims

The aim of our first aid policy is to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff and governors are aware of their responsibilities with regard 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](#), 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

3.1 Appointed person(s) and first aiders

The school's appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials so that staff can replenish first aid kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Ensuring enough first aiders are trained and qualified to carry out the role.

All 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 to the school office as and when necessary.
- Filling in an accident report form on the same day, or as soon as is reasonably practicable, after an incident, so that a record of the incident is kept.

- Keeping their training up to date.

Our school's appointed persons are listed in appendix 1.

3.2 The local authority and governing board

West Sussex 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.

3.3 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)

3.4 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 for all incidents attended in the schools **Accident Book**.
- Informing the Headteacher of any specific health conditions or first aid needs.

4.0 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 trained member of the office team will contact the parents/carers immediately
- The first aider/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

There will be at least one person who has a current pediatric first aid (PFA) certificate on the premises at all times.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- Portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details if event or trips is out of school hours

The trip lead will complete a risk assessment prior to any educational visit that necessitates taking pupils off the school premise.

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.

5.0 First aid equipment

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

- A leaflet with general first aid advise
- Face shield
- Sterile adhesive dressing
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Sterowash
- Plasters of assorted sizes
- Cold compresses

First Aid kits do not hold any medication.

First Aid kits are stored in:

- The school office
- Parish Hall kitchen

6.0 Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed in the Accident Report book by the first aider/relevant member of staff who dealt with the incident on the same day or as soon as possible after an incident resulting in an injury has taken place.
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will be handed to the pupils parents/carers with the school copy remaining in the accident book.
- 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, and then securely disposed of.

6.2 Reporting to the HSE

A member of the office team 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). This will be reported 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 (early years only)

A member of staff will inform parents of any accident or injury sustained by a pupil via an accident reporting slip and this will include any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

6.4 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.

The headteacher will also notify any relevant child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

7.0 Training

All school staff are able to undertake first aid training if they choose 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. This list will be kept in the School Business Managers Office and 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.

8.0 Monitoring arrangements

This policy will be reviewed by the Business Manager every two years. At every review, the policy will be approved by full governing board.

Appendix One

Trained First Aiders – Correct as of the 31/01/2024

Name	Surname	First Aid Training Expires....
Zoe	Brook	√ Jun 25
Claire	Copeland	√ Sept 26
Nikki	Edge	√ Sept 26
Charlotte	Golledge	√ Jun 25
Julie	Green	√ Jun 25
Sarah	Ladbrook	√ Jun 25
Amanda	Lauder	√ Sept 26
May	Lewis	√ Apr 25
Paula	Lockwood	√ Jun 25
Lianne	Lush	√ Jun 25
James	Mortimore	√ Sept 26
Jayne	Murray	√ Nov 24
Karen	Moore	√ Jun 25
Rachel	Pearse	√ Jun 25
Kimberley	Rex-Jones	√ Oct 25
Juliet	Thompson	√ May 24
Emily	Ward	√ Oct 25
Victoria	Wilson	√ June 24
Anna	Winstanley	√ Sept 26