

Trusting in God; Growing in Wisdom



First Aid Policy

Date: March 2025

Review Date: March 2027

School Vision

With **thankful** hearts, we **trust** in God as we **grow** in his **love** which **shines** through us. We aim to live our **faith** and grow in **wisdom**.

And Jesus grew in wisdom and stature, and in favour with God and people. (Luke 2:52)

But the wisdom from above is pure first of all; it is also peaceful, gentle, and friendly; it is full of compassion and produces a harvest of good deeds; it is free from prejudice and hypocrisy. (James 3:17)

First Aid Arrangements

First-aid provision should be available at all times while people are on school premises and also off the premises whilst on school visits.

First Aiders

The school's current first aiders and appointed persons are shown on the first-aid notices located in the disabled toilet, the Reflection Area, the school hall, the Practical Area and the entrance to The Grove.

The main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school, and to call an ambulance or other professional help.

Mrs Turner is our lead first aider.

A paediatric first aider will be available in the EYFS area at all times, whether the children are outside or on an educational visit as per the EYFS statutory framework requires.

An appointed person, in the absence of a first aider, is someone who takes charge when someone is injured or becomes ill and ensures that an ambulance or other professional medical help is summoned. Such a person will deal with routine first aid requirements but should not give first aid treatment for which they have not been trained.

First aiders and appointed persons are trained in accordance with HSE requirements. The School Business Manager holds a record of first aiders and their certification dates in the school office.

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First Aiders should be called upon when an accident requires treatment. They are not expected to deal with very minor injuries such as falling over where comfort and reassurance and a wet paper towel would suffice.

First Aiders should be consulted on whether children complaining of being unwell should go home. This decision rests with the headteacher or the deputy headteacher.

Roles and Responsibilities

Full First aiders are trained and qualified to carry out the role 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;
- Taking charge when someone is injured or becomes ill;
- Ensuring that an ambulance or other professional medical help is summoned when appropriate;
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

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).

School staff are responsible for:

- Ensuring they follow first aid procedures;
- Ensuring they know who the first aiders in school are;
- Taking a first aid kit outside when on duty;
- Completing accident reports for all incidents they attend to where a first aider is not called;
- Informing the headteacher of any specific health conditions or first aid needs.

Facilities and Supplies

The First Aid area is located in the disabled toilet. The area contains a full stock of supplies and has mains tap water. The lead first aider is responsible for the audit of supplies and ensuring supplies are purchased.

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
- Accident report forms (and a pen)

No medication is kept in first aid kits.

First aid kits are stored in:

- The disabled toilet
- The community kitchen in the school hall
- All classrooms have a small first aid kit

Our lead first aider, Mrs Turner will ensure all first aid kits are renewed and refilled regularly.

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.
- 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 at the 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, the headteacher or the deputy headteacher (who are both first aid trained) will be consulted. 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 Business Manager 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.

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. A first aider with a current paediatric first aid certificate will accompany all visits with children 7 years and under.

A named member of staff is responsible for collection and administration of medicines on school trips and a second member of staff will sign off any medication given.

Hygiene/Infection Control

Staff should take precautions to avoid infection and should follow basic hygiene procedures and take appropriate care when dealing with blood and other body fluids. For further information refer to 'Health Issues for Employees Guidance Note' within the Departmental Health and Safety Manual Section 8.

Dealing with bodily fluids

In order to maintain protection from disease, all bodily fluids should be considered infected. To prevent contact with bodily fluids the following guidelines should be followed.

- When dealing with any body fluids wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following body fluids must be cleaned up immediately.

Bodily fluids include:

- Blood, Faeces, Nasal and eye discharges, Saliva, Vomit.

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Never use a mop for cleaning up blood and bodily fluid spillages. All contaminated material should be disposed of in the orange waste bag placed in the waste bin in the disabled toilet. Avoid getting any bodily fluids in your eyes, nose, mouth or on any open sores. If a splash occurs, wash the area well with soap and water.

Other Building Users

Out of school clubs and other groups hiring the school hall are responsible for their own first aid arrangements (although a first aid kit and accident book is located in the the community kitchen). Contractors and visitors will be covered by the school's first aid arrangements in accordance with the Department of Health and Safety Manual (Section 2).

Reporting Accidents and Record Keeping

All minor accidents must be recorded on Minor Injury Report sheets (which can be found in first aid boxes/bags or in the school accident file, located on top of the first aid cabinet in the Reflection Area). These reports must be brought to the school office as soon as it is completed in the event of parents needing to be informed.

The following information is recorded:

- Pupil's name; age and gender;
- Date and time of accident;
- How and location of accident;

- Details of first aid administered;
- What control measures have been put in place to prevent it happening again;
- Signature of first aider;
- Whether parents have been informed.

Additionally a 'bumped head' letter is sent home to inform parents of all bumps to the head. A fully qualified first aider will decide if parents need to be immediately informed.

For children in Reception/Y1 a staff member will inform the parent(s) at collection of any minor injury. From Y2 upwards, we expect the children to show responsibility and to inform their parent(s).

The Premises, Finance and Staff Governors' Committee monitors the minor accidents termly and report any control measures that may have been implemented by the headteacher and any recommendations they would like implementing.

Serious accidents or injuries

For serious accidents or injuries, or when a staff member or child attends hospital a PRIME report is completed. The first aider who dealt with the accident will complete the form with the School Business Manager. It will then be checked by the headteacher before being submitted online.

Pupils with medical conditions

A list is available in the school office of all pupils who have a serious allergy or medical condition. Class teachers are given an up to date list each September. Where necessary, adults are trained to assist with the day to day support and administration of medicine to children with specific medical needs. This information is vital for lesson planning and for risk assessments prior to a school trip. If staff become aware of any condition not on these lists please inform the School Business Manager.

Infectious diseases

If a child is suspected of having an infectious disease, advice should be sought from the School Business Manager, who will follow the Health Protection Agency guidelines to reduce the transmission of infectious diseases to other pupils and staff.

Date of Policy: March 2025

PERSON RESPONSIBLE FOR POLICY:	<i>CAROLINE MACKENZIE</i>
APPROVED:	FGBM 13.03.24
SIGNED:	<i>T FINNEY</i>
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