

# St Joseph's Catholic Primary School

Inspiring everyone to **REACH** through Faith, Hope, Love

At St Joseph's, we strive for academic excellence through encouraging resilience, empathy, aspiration and challenge. We have high expectations for ALL so that we can be 'The best we can be.' With Faith, Hope and Love at the heart of our school family, our children feel safe, secure and supported.



## Policy for First Aid

|   |   |
|---|---|
| <b>Subject Leader:</b>                        | Rachel Barron   |
| <b>Approved by LGC:</b>                       | 14 <sup>th</sup> March 2024   |
| <b>Review Cycle:</b>                          | Annually  |
| <b>Review due:</b>                            | March 2025  |
| <b>Other relevant policies and documents:</b> | Safeguarding policy<br>Medical policy<br>Guidance on First Aid for Schools (DfE Feb 2014) |

St Joseph's Catholic Primary School is part of the Little Way Catholic Educational Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 15190582. The registered office is at: St Peter's Catholic Primary School, Horton Rd, Gloucester, GL1 3PY.

## **Aims**

The aims of St Joseph's Catholic Primary School First Aid policy are:

- Ensure the health and safety of all staff, pupils and visitors at all times on school premises and during school visits
- To ensure that staff and governors are aware of their responsibilities with respect to health and safety
- To provide a framework for responding to any incident that requires first aid, as well as recording and reporting the outcome

## **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**

### **The Governing Board**

The governing board of St Joseph's Catholic Primary School delegates day-to-day management of health and safety matters to the head teacher and staff members. However, it has ultimate responsibility for health and safety and for the following:

- Ensuring that there are first aid and health and safety policies that meet the needs of St Joseph's Catholic Primary school
- Ensuring that there are sufficient numbers of suitably trained first aiders or appointed people to meet the needs of staff in case of injury at work
- Ensuring there are sufficient resources for training of first aiders, including in pediatric first aid to meet the needs of the pupils in school
- Ensuring that the insurance arrangements provide full cover for any claims arising from the actions of school staff acting within the scope of their employment

### **The head teacher**

The head teacher is responsible for management of health and safety matters, including:

- Implementation of this policy and ensuring that procedures are followed
- Undertaking risk assessments for first aid provision
- Ensuring that there are an appropriate number of appointed persons for first aid and trained first aiders, allowing for lunchtimes, breaks, school trips, out of hours activities and staff leave, based on the outcome of the risk assessment
- Ensuring that trained first aiders have an appropriate qualification, keep their training up-to-date and remain competent to perform a first aid role
- Ensuring that at least one person with a current pediatric first aid certificate is on the premises at all times
- Ensure all staff and parents are aware of this policy and first aid procedures
- Ensuring that adequate space is available for responding to the first aid needs of pupils
- Ensuring there is an appropriate number of first aid containers that are clearly labeled and easily accessible
- Reporting to the Health and Safety Executive and other agencies as necessary (see section on record keeping and reporting)
- Ensuring that the names of St Joseph's Catholic Primary School first aiders and appointed persons are displayed in prominently around the school
- Ensuring that systems are in place to keep staff and pupil contact and next of kin details up-to-date
- Ensure that first aid arrangements are included in the staff handbook and induction programmes for new staff and pupils
- Ensure that clear directions to school, including the Ordnance Survey grid reference, is adjacent to the telephone in the school office, and staff are aware of this, so they can pass the information to the emergency services, to assist them in finding the school,

should they need to be called.

### **First aiders**

St Joseph's Catholic Primary School's first aiders are trained and qualified to carry out this role. The school keeps a register of all trained first aiders, what training they have received and when this is valid until. They are responsible for:

- Acting as first responders to any incidents. They will assess the situation when there is an injured or ill person and provide immediate and appropriate treatment
- Ensure that medical help, an ambulance or other appropriate emergency services are called as and when appropriate
- Sending pupils home to recover if necessary
- Filling in an accident report on the same day, or as soon as reasonably practicable after an incident
- Ensuring there is an adequate supply of medical materials in first aid kits, that are in date and replenishing the contents of kits after an incident

### **Staff**

School staff (including volunteers) are responsible for:

- Ensuring they are aware of and follow first aid procedures
- Knowing who the first aiders in school are
- Completing accident reports for all incidents they attend, where a first aider or appointed person is not required
- Informing the head teacher of any specific health conditions or first aid needs
- Acting to the best of their ability at all times to secure the welfare of the pupils at St Joseph's Catholic Primary School in the same way as might be expected of a parent

### **Parents/carers**

- To be aware of the first aid policy and procedures
- Ensure that St Joseph's Catholic Primary school always has current contact details for the school to use in case of an emergency
- To supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container

### **Pupils**

- To inform a member of staff as soon as they are aware that someone has had an

accident or is unwell

## **First Aid Procedures**

### **Procedures for accidents/illness on school premises**

In the event of an accident resulting in injury or illness:

- The closest member of staff present will assess the seriousness of the injury/illness and seek the assistance of a qualified first aider, if appropriate. The first aider will provide required first aid treatment
- If called, the first aider will assess the injury/illness and decide if further assistance is needed from a colleague or the emergency services. They will usually send someone else to call for help and they will remain on the scene until help arrives
- If there is doubt as to the severity of an injury or illness, an ambulance will be called
- The first aider will decide whether the injured/ill person should be moved, or placed in the recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be called and asked to collect their child. When the parents/carers arrive the first aider will recommend a course of action to them.
- If the emergency services are called, the head teacher or their deputy will contact the parents/carers (in the case of a pupil) immediately
- If the emergency services are called, responsibility for ill or injured person transfers to them on their arrival.
- If a pupil needs to be taken to hospital by ambulance a member of staff will normally go with them if the parents/carers have not arrived at school and will stay with them until the parent/carer arrives at the hospital. However, the medical staff will retain responsibility for the pupil
- The first aider or staff member (if no first aider was involved) who has dealt with the accident will complete an accident report form as soon as is reasonably practical after the incident, this will normally be on the same day. Accident slips for KS1 children, or KS2 children highlighted by SLT, will be given to the relevant teacher at either the end of playtime or lunchtime for them to give to the children at the end of the day. Minor injuries for KS2 children do not need an incident slip but the relevant teacher needs to be informed. In some circumstances it may be prudent to send an accident slip home with KS2. These will be highlighted by SLT and a list will be available in the medical box.
- If a pupil is taken to hospital following an accident, details of the incident will be uploaded onto the Gloucestershire Health and Safety website - Assure - by the member of staff who dealt with the situation.

### **Disposal of First Aid waste**

- Place all first aid 'waste', except sharps, in the clinical waste bin in the first aid room. Place 'sharps in sharps bin' held in the Year 6 classroom cupboard.

### **Defibrillator**

The Automated external defibrillator (AED) is located in the school office. All staff who have been first aid trained are able to use the AED machine after following the DR ABC check. Office staff to check the battery on the AED every week.

Please see the DFE Automated external defibrillator guide for more information :

[https://assets.publishing.service.gov.uk/media/65844c8ced3c3400d3bfd5b/Automated\\_external\\_defibrillators\\_-\\_guidance\\_for\\_schools.pdf](https://assets.publishing.service.gov.uk/media/65844c8ced3c3400d3bfd5b/Automated_external_defibrillators_-_guidance_for_schools.pdf)

## **Use of Inhalers and Asthma Attack**

Please see our Asthma Policy

## **Procedures for accidents/illness that occur away from school premises**

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

- A mobile phone. This should be fully charged prior to leaving the school site
- A portable first aid kit (Green First Aid Bag)
- Information about any specific medical needs of pupils
- Parent/carer contact details
- Inhalers

The head teacher, or a person designated to do so by them, will complete risk assessments prior to any educational visit where pupils will be taken off school premises.

There will always be at least one first aider on any school trip or visit away from school premises. Furthermore, if any pupil from Early Years Foundation Stage is on a trip away from school premises, there will always be at least one first aider on the trip with a current paediatric first aid certificate.

## **First Aid Equipment**

All first aid kits at St Joseph's Catholic Primary School are in clear containers with a green sticker and white cross and held in a class First Aid Rucksack. The rucksack is clearly marked with Year group. They are maintained in good condition, are suitable for keeping the contents in good condition and are readily available for use. First aid kits are taken onto the playground at break and lunchtime in. Each class has their own bag. It is the class teacher's responsible to ensure that it is with their class at all times.

There is also a small portable first aid kit bag held in the school office with an emergency inhaler in alongside a list of allergies and asthma sufferers.

### **First aid kits for use on school premises:**

St Joseph's Catholic Primary School will normally have at least the following in its first aid kits (Bags) for use on the school premises:

- A leaflet with general first aid advice
- sterile gauze dressing x 2

- sterile low adherent dressing x 4
- Distilled water
- Eye pad x1
- Triangular bandages x 2
- Adhesive tape
- Safety pins x 3
- Disposable gloves
- Antiseptic wipes
- Individually wrapped sterile adhesive dressings (plasters) assorted sizes x15
- Scissors
- Cold compresses
- First Aid file which includes details of allergies, inhalers needed, plastic bags and wipes  
No medication is kept in first aid kits.
- Yellow icepack need card
- Red help needed card
- Emergency inhaler and or children inhalers

**First aid kits are stored in:**

- The medical room
- Each classroom
- Staffroom
- School Office

**Portable first aid kits for use on school trips and visits**

St Joseph's Catholic Primary School will normally have at least the following in its first aid kits for use when away from the school premises:

- A leaflet with general first aid advice
- Individually wrapped sterile adhesive dressings (plasters) x 6
- Large (approx. 18cm x 18cm) sterile unmedicated wound dressing x 1
- Triangular bandages x 2
- Safety pins x 2
- Individually wrapped moist cleansing wipes
- Disposable gloves x 1 pair

Additional items may be added if deemed necessary by the first aider

**Checking and restocking first aid kits**

Portable first aid kits will be checked prior to any trip or visit off the school premises. The first aider going on the trip will normally do this. It is the responsibility of the person leading the trip to ensure that this has been done.

First aid kits will be checked after each use and restocked. The person responsible for providing first aid will do this, or they may delegate this if they are unavailable (e.g. they have travelled to hospital with the casualty). An email will be sent to Rachel Barron informing her of items that need to be replaced in the class kit. It is then Her responsibility to ensure that stock is replenished.

First aid kits will be checked each half-term by Rachel Barron

## **Record keeping and reporting**

### **First aid and accident record book**

- The first aider or member of staff who attended to a pupil or person requiring first aid will complete a minor accident form as soon as possible after the incident. This will normally be on the same day
- As much detail as possible will be included in the minor accident record as possible. It will however include:
  - The date, time and place of the incident
  - The name of the injured or ill person and their class if a pupil
  - Details of the injury/illness and the first aid given
  - What happened to the person immediately afterwards
  - Name and signature of the first aider or person dealing with the incident
- Parents/carers will be notified of the accident/incident. This will normally be done when the pupil is collected from school. In case of serious significant incidents, the head teacher or teacher in charge will phone the parents/carers and complete a major accident form
- If a child suffers a head injury, details are noted on the accident report log. Staff who have dealt with injury will report this to the office staff who will then send a text and emails with bumped head letter attached informing parents as soon as possible after incident.
- Records held in the first aid and accident book will be retained by St Joseph's Catholic Primary School for a minimum of three years

### **Informing parents/carers**

- If an ambulance needs to be called for a pupil, the head teacher, or a member of staff as delegated by the head teacher will try to contact parents/carers immediately or as soon as is practicable.
- For injuries that require a pupil to be taken to hospital, but do not require an ambulance to be called, the head teacher, or a member of staff as delegated by the head teacher will try to contact parents/carers immediately or as soon as is practicable. A member of school staff will normally remain with the pupil until the parents/carers arrive
- For any other accident or injury sustained by a pupil, details of the accident or injury and any first aid treatment given will be communicated to the parents/carers on the same day. The class teacher or the first aider who attended to the pupil will normally do this.
- If a child is involved in an accident and there any marks to the face/other parts of the body, which have caused serious grazing, swelling or bruising, parents/carers must be called, after informing the SLT of the incident, to discuss the accident, what happened and to pre-warn the parents. If the First Aider is unsure as to whether they should contact parents/carers, they should speak to SLT.



### **Reporting to Ofsted and child protection agencies**

- The head teacher, or their deputy will inform Ofsted of any serious accident, illness, injury to, or death of a pupil while in the care of St Joseph's Catholic Primary School. This will be done as soon as is reasonably practicable and no later than 14 day after the incident.
- The head teacher or Key Stage leader/s will inform Gloucestershire Social Services (Assure) about any serious accident, injury to or death of a pupil while in the school's care.

### **Reporting to the Health and Safety Executive**

The head teacher or school business manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The head teacher or school business manager will report these to the Health and Safety Executive as soon as is reasonably practicable by telephone (usually the same day). A written report will then be sent within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death or major injury, including as a result of physical violence
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns and/or scalds
  - 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 at:

<http://www.hse.gov.uk/riddor/report.htm>

### **Training**

First aid training will be arranged for any member of St Joseph's Catholic Primary School who would like to undertake this.

All first aiders must have successfully completed a recognised training course and have a valid certificate of competence to demonstrate this.

St Joseph's Catholic Primary School will keep a register of all trained first aiders with details of the training undertaken and for how long this remains valid (normally three years). Staff are encouraged to renew their training, **before** their certificate expires.

At all times St Joseph's Catholic Primary School will have at least one member of staff who has a current paediatric first aid certificate, so as to meet the requirements set out in the statutory framework for Early Years Foundation Stage. This will be updated at least every three years

### **Monitoring arrangements**

The governor responsible will review this policy with the head teacher after any accident, illness or incident requiring the emergency services to be called to school, when there are any changes to the school and at least annually.

At every review the policy will then be forwarded to the school governors who will approve the policy.

## **Covid 19**

### **Personal Protective Equipment (PPE)**

The majority of staff in education settings **will not require PPE** beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2m cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

## Appendix 1: Major accident report form

|   |  |                             |  |
|---|--|-----------------------------|--|
| <b>Name of injured person</b>   |  | <b>Role/class</b>           |  |
| <b>Date and time of incident</b>  |  | <b>Location of incident</b> |  |
| <b>Incident details</b>   |  |                             |  |
| Describe in detail what happened, how it happened and what injuries the person incurred |  |                             |  |
|   |  |                             |  |

**Action taken**

Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.

**Follow-up action required**

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

**Name of person attending the incident**

**Signature**

**Date**

**Appendix 2 : Minor Accident Form**

**St Joseph’s Catholic Primary School**

**Accident Report Slip**

Date..... Time.....

Child’s Name.....

Accident detail:.....

.....  
.....  
.....  
.....  
.....

Action Taken

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## Appendix 3

### Useful documents and links:

Guidance on First Aid for Schools A Good Practice Guide Department for Education and Employment 2014 available from

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf) )

The Health and Safety (First Aid) Regulations 1981 available from

<http://www.legislation.gov.uk/uksi/1981/917/regulation/3/made>

The management of Health and Safety at Work Regulations 1992, available from

<http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made>

The Management of Health and Safety at Work Regulations 1999 available from

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, available from: <http://www.hse.gov.uk/riddor/>

Social Security (Claims and Payments) Regulations 1979, available from:

<http://www.legislation.gov.uk/uksi/1979/628/contents/made>

The School Premises (England) Regulations 2012, available from:

<http://www.legislation.gov.uk/uksi/2012/1943/contents/made>