



FIRST AID POLICY
ST AUGUSTINE'S C of E (VA)
JUNIOR SCHOOL

Headteacher	Sign and Date	
Chair of Governing Body	Sign and Date	

Date for review: Spring term 2019

(This policy will be reviewed every two years or earlier if required).

St. Augustine's C of E (VA) Junior School



First Aid Policy

Introduction:

St. Augustine's C of E (VA) Junior School ('The School') is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. In doing so, the Headteacher has overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed. All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. This policy should be read in conjunction with the school's policy on health and safety and the administration of medicines policy. All staff will use their best endeavours, at all times, to secure the welfare of the pupils. Anyone on the School premises is expected to take reasonable care for their own and others' safety. This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

This policy aims:

- To comply with Part Three of the Education (Independent School Standards) (England) Regulations 2014, the Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.
- To ensure that the School has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure that medicines are only administered at the School when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy, and make clear arrangements for liaison with ambulance services on the School site.

The policy objectives are:

To appoint sufficient First Aiders (qualified by training) to take charge of first aid and meet the needs of the school.



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To provide relevant training and ensure monitoring of training needs. The certification will be reviewed regularly to ensure that it is current. The School will maintain a record of employees who have undergone first aid training, which can be requested from the School Business Manager.

Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health (play equipment will be regularly monitored in order to minimise the likelihood of accident or injury).

- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

To achieve the Policy Aims and Objectives, the School will:

Ensure that an accident record file is maintained in the First Aid Room and every incident that requires first aid is recorded and filed including any treatment given.

Send a letter home to the parents/carers where any child has had an accident at school including any treatment given.

Review the forms and analyse for patterns regularly and remedial action put in place. All slips/trips and falls in school are logged in a tally chart on a white board in the first aid room to aid with this review and analysis.

Ensure that a holder of a current First Aid certificate accompanies all trips, walks and field trips. A portable first aid kit will be taken on all such trips.

Ensure notices are clearly visible throughout the School indicating the location of the first aid boxes and the names of the School's First Aiders.

Ensure that appropriate hygiene is observed at all times and rubber surgical gloves will be provided and used in any instance involving blood and other bodily fluids. Care should always be taken when disposing of dressings or equipment.

Review and monitor arrangements for first aid on a regular basis (and at the very least on an annual basis).

Roles and Responsibilities:

The **Headteacher** is responsible for implementing the policy, identifying a responsible staff member for managing first aid and the administration of medicines, and ensuring that appropriate resources and staff training are available in line with current health and safety legislation. He/She should ensure that the policy and information on the School's arrangements for first aid are made available to all staff and parents.

The **staff member/s** responsible must draw up procedures in consultation with health specialists, ensure that they are kept up to date and that records are maintained, and provide information to staff.

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Pupils are responsible for caring for their own welfare and that of other pupils and understanding the importance of risk assessments in school e.g. classroom risk assessment.

The Named Person(s) needs not be a First Aider, but should have undertaken emergency first aid training. The Named Person will:

- Give all staff information on the location of equipment, facilities and first aid personnel and any updates as appropriate;
- Provide information packs for new staff;
- Take charge when someone is injured or becomes ill; and
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The Named Person must also ensure that the appropriate number of first aid kits is available and fully stocked. All first aid kits must be marked with a white cross on a green background. There is a designated room used solely for first aid. First aid kits must accompany designated adults for off-site for trips/visits.

The First Aider must have attended a recognised First Aider Course of at least 6 hours for either First Aid at Work or Pediatric. This is to be renewed every 3 years where appropriate. This is a voluntary post and is not required of all staff.

He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called; and
- Follow the agreed school procedures.

In selecting first aiders, the Headteacher should consider the person's:

- Reliability and communication skills;
- Aptitude and ability to absorb new knowledge and learn new skills;
- Ability to cope with stressful and physically demanding emergency procedures; and
- Normal duties. (A first aider must be able to leave his or her post to go immediately to an emergency).

Arrangements for monitoring and evaluation:

The governing body will receive an annual report from the Headteacher on the number of reported incidents, the programme of staff training, and the nature of any complaints received. Accident records can be used to help the Head and the Governing Body identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes. The Headteacher should establish a regular review and analysis of accident records.

Re-assessment of first-aid provision:

As part of the School's annual monitoring:

- The Headteacher will review the School's first aid requirements following any changes to staff, building/site, activities, off-site facilities etc.

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- The Headteacher and/or School Business Manager monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- The Named Person checks the contents of the first aid boxes at least termly and replenishes where appropriate.

How many first aid personnel are required?

The Headteacher will consider the findings of the risk assessment in deciding on the number of first aid personnel required. Schools are low risk environments, but the Headteacher will need to consider the specific time, place and nature of activities before deciding on the first aid provision.

In particular he/she will consider:

- Off-site PE
- School trips
- Adequate provision in case of staff absence
- Out-of-hours provision, e.g. after-school clubs

Arrangements should be made to ensure that the required level of cover of First Aiders is available at all times when people are on school premises.

Qualifications and Training:

First Aiders will hold a valid certificate in either Emergency First Aid At Work (EFAW) or Paediatric first aid provided by a reputable first aid provider. Named persons will undertake one-day emergency first aid training. Training should be renewed on a three year cycle.

First Aid Boxes and First Aid Travel Kits :

The first aid boxes are located in the following locations:

- The First Aid Room
- The School Kitchen
- Classrooms (Upper and Lower Schools)

Every classroom has a small kit of non-emergency supplies for regular use (water, tissues and plasters). The first aid supplies as well as the children's inhalers are in grab bags hanging on the each classroom wall. Additional first aid travel kits for off-site visits are also located in the First Aid Room.

There are 2 designated black vanity cases containing first aid provisions specifically for residential trips stored in the stationery cupboard in the Farrah classroom.

The school's accident register is kept in the first aid room as is a list of any allergies children have and individual care plans.

Reporting accidents:



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Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ('RIDDOR') 1985. The school reports to Cambridgeshire County Council for Health and Safety advice and report incidents to/through them. The following injuries must be reported to be in compliance with RIDDOR:

- Fracture of the skull, spine or pelvis.
- Fracture of any bone in the arm other than a bone in the wrist or hand.
- Fracture of any bone in the leg other than a bone in the ankle or foot.
- Amputation of a hand or foot.
- The loss of sight of an eye.

Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation. It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or that the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury within 7 days to the HSE.

The First Aider must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the health and safety 'Responsible Person':

- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than three days.
- Accidents resulting in the person being taken from the site of the accident to hospital and the accident arises out of or in connection with work.

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Headteacher is responsible for ensuring these accidents are reported to the health and safety team within 5 calendar days.

The Named Person or First Aider help complete the relevant forms using the Cambridgeshire County Council on-line portal (with support from the School Business Manager).

Accidents involving Employees:

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on an incident report form within 7 days. If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the

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accident) there is no need to telephone, but an incident report form must be completed and sent to the HSE within seven days of the accident.

There is a separate form for employees where incidents must be recorded. These forms are kept in the first aid room and a copy must be given to the School Business Manager, where it is placed on the employee's personnel file.

Record keeping:

Statutory accident records: The First Aider must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of three years**.

The Headteacher must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of incident.
- The name (and class) of the injured or ill person.
- Details of their injury/illness and what first aid was given.
- What happened to the person immediately afterwards.
- Name and signature of first aider or person dealing with the incident.

The Headteacher must have in place procedures for ensuring that parents are informed of significant incidents.



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APPENDIX 1

First Aid Procedures in School – General Information

- During lesson time, first aid is usually administered by a teaching assistant.
- At break and lunch times, there are clear rotas for who is responsible for first aid.
- At break, if not administering first aid, the first aider is stationed near the Peterborough Hall (near the tuck shop area); at lunchtime first aid is administered in the first aid room.
- All children are made aware of the first aid provision during the health and safety walk at the start of the year as are any new arrivals.
- If there is any concern about the first aid that should be administered, then a qualified first aider must be consulted.
- All administered first aid must be recorded in the book and parents informed by the copy slip from the book being sent home. The class teacher should also be informed to ensure they can monitor any injury and so that they can ensure the slips go home to parents. There are of course more serious occasions where parents/carers are contacted to come to see the children and possibly take them home/to doctors/hospital etc. Head bumps are always reported directly to parents either face to face after school or through phone contact, (a message maybe left if there is no answer).
- Staff should always wear disposable gloves when treating any accidents/incidents
- They should ensure that any waste (wipes, pads, paper towels etc) is placed in a disposable bag, fastened securely and placed in the medical waste bin in the medical room. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.
- All staff are responsible for notifying the School Office if the supplies of any of the first aid boxes are running low. The annual check is completed by the Named Person.
- A record is kept in the First aid room of any child's allergies, either to food or to any form of medication (if notified by the parents), any long term illness, (e.g. asthma), and details on any child whose health might give cause for concern. Any relevant information is also given to the class teacher.
- If the accident is more than a minor one for child or adult, it should be reported to the School Business Manager who will take appropriate action.
- When there is any doubt about the severity of the accident, parents/carers will be contacted.
- Where a child has bumped his/her head, the parents will be contacted directly if the bump is considerable and a letter is sent home with every child informing the parent/carer to keep the child under observation in the case of delayed concussion. The class teacher should be informed by the person dealing with the accident of the nature of the injury and the child is given a 'bumped head' sticker to alert others to be observant.



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APPENDIX 2 – Displayed in School

This procedure is for routine first aid. For any obvious broken limbs or life threatening injuries (e.g. when a child is not breathing properly) follow first aid training (i.e. basic life-saving skills) and call an ambulance.

Completing First Aid

1. Treat the injury according to First Aid training.
2. If unsure of how to treat or next steps, **get a second opinion** from another first aider or Named Person if more serious.
3. You must **wear gloves** provided for all first aid treatment applied where there is an open wound or body fluids.
4. You must **wear aprons** (located in the first aid room cupboard) when there is large amounts of body fluid e.g. vomit, blood loss, diarrhoea etc.
5. **ALL first aid waste** must be disposed of in the **bin** provided.
6. All injuries **must** be recorded in the official book and the top copy sent home in a sealed envelope with the child's name on it (the envelope must be handed to the class teacher). Where appropriate fill in the bottom section on the home language sheet (in white folder) and include whole letter in envelope.
7. Parents should be contacted (and message left if no answer) for all injuries that cause any concerns (head bumps/bad falls/trips or twists). Make a record of when parents have been contacted or an attempt has been made.
8. If you are unsure whether a child should stay in school, contact the parent/carer directly for his/her input.

Recording First Aid

1. Ensure **full names** are spelt correctly (see register next to record book).
2. Log the date, time and class.
3. State **where** the injury took place e.g. classroom, MUGA and **what** the injury is (e.g. left ankle twisted).
4. Log the injury on the **whiteboard** in the First Aid room which is designed to track incidences and where patterns are occurring.
5. Clearly state what first aid was carried out e.g. icepack applied, wound cleaned etc.
6. Write any **advice** given (e.g. 'I would suggest he goes to A & E'). Tick the box 'Well enough to stay in school' if applicable.
7. **Sign** and print your name on the accident slip.
8. Put slip in envelope and address 'To the parent/carer of...'



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9. Hand **all envelopes to the class teacher** to give to the child at the end of the school day.

- ✚ **You must NOT write specific names of other children on the accident slips.**
- ✚ **You must NOT tear out both copies of the paperwork if a mistake has been made. Simply cross out and start a new one.**
- ✚ **If a child has refused First Aid, complete the time of the incident in the red book along with the name of the child and any further details required and sign.**



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APPENDIX 3 – Displayed in School

Completing First Aid for Head Bumps

1. Follow **routine** First Aid procedure for completing and recording incident.
2. All injuries **must** be recorded in the official book and the top copy sent home in a sealed envelope with the child's name on it (the envelope must be handed to the class teacher). Where appropriate, fill in the bottom section on the home language sheet (in white folder) and include whole letter in envelope.
3. Where a child has a head injury, a **form** must be completed 'Head Injury' with name, date and signed. This form must be placed in the envelope with the incident slip and when the envelope is handed to the teacher/ TA, it must be highlighted that the child has a head injury.
4. The child is given a **yellow 'Head Bump' sticker**. The 'Please keep an eye on me' sticker is so that the adults working with that child are aware that there has been a head injury and the child may need monitoring.
5. Parents should be **contacted** (and message left if no answer) for all head injuries that cause any concerns.
6. If you unsure whether a child should **stay in school**, contact the parent/carer directly for his/her input.

Completing First Aid for Sickness (Vomiting)

1. Follow **routine** First Aid procedure for completing and recording incident.
2. All children who have vomited or feel sick, should be supplied with a **paper bag**.
3. All bodily fluids should be disposed of in the **appropriate container**.
4. Any child who has vomited in school should be **sent home** as per the 'Guidance on infection control in schools'.