



# First Aid Policy

## Version 1

<b>Name and Designation of Policy Author(s)</b>	Miss Nina Chwastek, Headteacher		<b>Is this a Statutory Document</b>
			Yes
<b>Approved By (Committee / Group)</b>	Premises, Health and Safety Committee		
<b>Date Approved</b>	28/1/2020		
<b>Date Ratified by FGB</b>	N/A		
<b>Date Published</b>	30/1/2020	<b>Is this to be published on the school website?</b>	Yes
<b>Review Date</b>	Spring 2021		
<b>Target Audience</b>	Staff (including volunteers), Governors and Parents		
<b>Links to Other Strategies, Policies, Procedures, etc.</b>	Health and Safety Policy, Supporting Children with Medical Conditions Policy,		

### Version History

Date	Ver	Author Name and Designation	Summary of Main Changes
January 2020	1	Miss Nina Chwastek, Headteacher	New policy, no previous version

### Monitoring Compliance with the Policy

Describe Key Performance Indicators (KPIs)	Target	How will the KPI be Monitored?	Which Committee will Monitor this KPI?	Frequency of Review	Lead
This policy is easily accessible on the school website for staff, parents and governors and is in date	100%	Check of the website	Premises, Health and Safety Committee	Annual	Safeguarding Governor
Accident form are readily available in the event of an accident or injury	100%	Check of the school documentation	Premises, Health and Safety Committee	Annual	Safeguarding Governor
Accident form are filled in appropriately	100%	Check of the school documentation	Premises, Health and Safety Committee	Annual	Safeguarding Governor
Annual analysis of First Aid provision incidents	100%	Review types and frequency of serious accidents	Premises, Health and Safety Committee	Annual	Safeguarding Governor

## 1. Mission Statement

Our school community is rooted in the Gospel and the vision of St. Catherine of Siena. This inspires each of us *'To be who God wants us to be and so set the world on fire.'*

- We are called to love one another as we seek to be the best in all that we learn and do.
- We celebrate and nurture the gifts, talents and skills of everyone.
- We commit ourselves to grow together in faith, love and service.

## 2. Introduction

Health and safety legislation places a duty on employers for the health and safety of their employees and anyone else on the premises. In a school setting this includes responsibility for children, staff and visitors.

## 3. Aims

The aims of this first aid policy are to:

- Advise governors, staff, children and parents of what First Aid provision is available at St. Catherine's
- Inform all staff of their responsibility for first aid
- Give clear structures ensuring the appropriateness of First Aid provision in school and on educational visits
- Provide a framework for responding to an incident, including recording and reporting the outcomes.
- Comply with the Early Years Statutory Framework

This is in line with the DfEE Guidance on First Aid for School (updated 2014).

## 4. Communicating this Policy

The administration and organisation of first aid provision is taken very seriously at St. Catherine's R.C. Primary School.

New staff are given a copy of the Staff Handbook which includes information contained within this policy. As part of the induction process new staff are given a copy of this policy and details of the first aiders in school including where they are based in school.

## 5. Roles and Responsibilities

### a. The Governing Body

The Governing Body 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.

### b. The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aiders 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
- Ensuring that risk assessments are carried out, as appropriate, and that appropriate measures are put in place
- Ensuring recording and reporting procedures are carried out effectively

### **c. The Appointed Person**

The appointed person does not have to be a first aider, but it is good practice for this person to have emergency first aid training. At St. Catherine's the appointed person is a member of the trained first aid office staff. This person will take charge when someone is injured or becomes ill and there is a need to call the emergency services. In the absence of the appropriate person, another member of the Office Team will complete this role.

The school's appointed person is 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

### **d. First Aiders**

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 children or adults home to recover, where necessary
- Filling in a School Accident Report Slip on the same day, or as soon as is reasonably practicable, after an incident (Appendix 1)

### **e. All Staff**

Teacher and other staff in charge of children are expected to use their best endeavours at all time, particularly in emergencies, to secure the welfare of the children

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing a member of the Leadership Team of any specific health conditions or first aid need

## **6. First Aid Provision**

At St. Catherine's R.C. Primary School, we ensure that there is at least two first aid trained members of staff in school during the school day and where possible beyond the end of the school day. This is to ensure that all areas of the school have at least one competent person

present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

After the Office Team leave at the end of the day, the School Caretaker who is first aid trained is on site.

For each break and lunch time, across each phase, the school ensures first aiders are out on the playground, or available in the immediate vicinity.

The school has one defibrillator on site. It is mounted on the wall in the corridor outside the Leadership Room. It is checked by office staff on a regular basis.

Medical equipment can be found in the School Office, Reprographics Room, the Year 2 cloakroom and in Early Years. Each class has a first aid kit which is taken on any off-site visits. Members of the lunchtime team also have a first aid bag with them on the playground. First aid kits in school contain sufficient first aid materials to administer first aid as recommended by the Health and Safety Executive.

First aiders are responsible for replacing first aid items in the kit when they have used the last one.

## **7. Training**

The school keeps a register of who is first aid trained and when their training is valid until (Appendix 2). The School Business Manager is responsible for organising first aid training. They will organise any new or updated training needed.

As of November 2018, we have 23 members of staff who have completed first aid training. This includes:

- First Aid at Work: 6
- Emergency Paediatric First Aid: 14
- Schools First Aid: 1
- Forest School First Aid: 2

In EYFS all staff members are paediatric first aid trained. Any new staff coming to EYFS will be Paediatric first aid trained within 3 months of their contract starting. This is in line with Government guidance (2015). As a result Early Years children will always have access to paediatric first aid trained staff

## **8. First Aid Procedures**

### **a. In-school procedures**

In the event of first aid needing to be administered (e.g. accident, asthma attack, 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 outline their concerns and recommend next steps to the parents
- If emergency services are called, a senior member of the Admin Team will contact parents immediately
- The first aider will complete a School Accident Report Slip (Appendix 1) on the same day or as soon as is reasonably practical after an incident resulting in an injury. These are located in the school office, Year 2 area and Early Years. A copy of this is given to the parents or scanned and sent to them if parents do not collect their child at the end of the day.
- If an ambulance is called or a pupil or member of staff is taken to and/or kept in hospital an accident report (Appendix 3) form is completed by the School Business Manager and returned to Manchester City Council Health and Safety Executive.

### **b. Off-site procedures**

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

- A charged school mobile phone, with charger if the visit is longer than 1 day
- A portable first aid kit
- Information about the specific medical needs of pupils and any associated medication that the children may require.

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking pupils off school premises.

In Early Years there will always be at least one first aider with a current paediatric first aid certificate on school visits, as required by the statutory framework for the Early Years Foundation Stage.

### **c. Calling the Emergency Services**

In the case of major accidents or incidents, it is the decision of the lead first aider if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must:

1. State clearly what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious

## 5. The location of the school

In the event of the emergency services being called, a member of the Admin staff or another member of staff, should wait by the school gate and guide the emergency vehicle.

### **Contacting the Parent or Next of Kin**

All contact numbers for children and staff are accessible on the School Management Information System in an emergency.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately.

It is important to give the facts, but not alarm the person receiving the news of the injury. The person making the call must:

- Remain calm
- Outline what has happened and the action taken.
- Confirm whether the parent or next of kin need to come to school or go straight to the hospital
- Reassure them that the casualty is being taken care of.

## **9. Record-keeping and reporting**

### **a. First aid and Incident Reporting Record**

All first aid incidents will be recorded on a School Accident Report Slip (Appendix 1) and a copy will be given directly to parent or scanned and emailed to the parent at the end of the day. Where possible, parents will be spoken to at the end of the day to explain what has happened.

In the event of a serious injury i.e. needing to call ambulance, this will be reported to the Headteacher and School Business Manager the same day and:

- An School Accident Report Slip will be completed as above
- A copy of the School Accident Report Slip will also be added to the pupil's educational record by the School Admin Team
- If an ambulance is called or a pupil or member of staff is taken to and/or kept in hospital and Accident Report Form is completed by the School Business Manager and returned to Manchester City Council Health and Safety Executive Department
- School Accident Report Slips and Accident Report Forms 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.

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

The 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 Manchester City Council Health and Safety Executive department for RIDDOR reporting as soon as is reasonably practicable and in any event within 10 days of the incident.

### **10. Incident Review**

Analysis of documentation relating the administration of first aid (e.g. accident, asthma attack, injury) will be carried out termly by the Appointed Person and reported to the Leadership Team for review and action as necessary. This will be reviewed annually by the Safeguarding Governor.

## Appendix 1: School Accident Report Slip

This is a carbon copy booklet. The bottom copy remains in school and the top copy is handed directly to the parent or carer, or alternatively, scanned and emailed if the parent or carer.

School Accident / Illness Report Slip		
Report issued by:		Pupil's Name:
		Date: Time: Class:
Location and details of accident/illness/Injury		
<input type="checkbox"/> Head injury	<input type="checkbox"/> Vomiting/Nausea	<input type="checkbox"/> TLC applied
<input type="checkbox"/> Asthma	<input type="checkbox"/> Sprain/Twist	<input type="checkbox"/> Collected from school
<input type="checkbox"/> Bump/Bruise	<input type="checkbox"/> Nose/Bleed	<input type="checkbox"/> Parent/Carer contacted
<input type="checkbox"/> Cut/Graze	<input type="checkbox"/> Stomach pain/Upset tummy	<input type="checkbox"/> Unable to contact parent
<input type="checkbox"/> Headache-High temperature	<input type="checkbox"/> Mouth injury/Toothache/Loose or missing tooth	<input type="checkbox"/> Well enough to stay in school after first aid
Details of treatment and additional comments:		<b>IMPORTANT: Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.</b>
Authorised signature:		

**Appendix 2: Register of First Aiders**

*Updated list to be inserted*

### Appendix 3: MCC Accident Report Form



**MANCHESTER**  
CITY COUNCIL

## Accident Report Form

<b>Accident Reference Number:</b>	
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### About the Person Who Had the Accident

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Name of Service:</b>	
<b>Name of Directorate:</b>	
<b>SAP ID Number:</b>	
<b>Date of Birth:</b>	
<b>Age:</b>	
<b>Sex:</b>	
<b>Occupation / Trade:</b>	
<b>Usual Workplace:</b>	
<b>Telephone Number:</b>	
<b>Nature of Business with MCC:</b>	<input type="checkbox"/> Employee <input type="checkbox"/> Trainee <input type="checkbox"/> Member of the Public <input type="checkbox"/> Work Experience <input type="checkbox"/> Contractor <input type="checkbox"/> Agency <input type="checkbox"/> Pupil / Student <input type="checkbox"/> Other, Please Specify:

### About the Accident

<b>Date of Accident:</b>	
<b>Time of Accident:</b>	
<b>Address of the Accident (including room / place):</b>	
<b>How the Accident Happened:</b>	

## Details of Injuries

Describe the nature of the injuries, indicating the part(s) of the body affected:

## Treatment of Injuries

Have any other injuries been subsequently notified?:

- No  
 Yes, Please Explain:

Please record any first aid treatment given, and by whom:

Was Hospital Treatment Required?:

- No  
 Yes:  
Name of Hospital:  
Was the hospital stay over 24 hours:  
Was resuscitation required: No  
Did the person lose consciousness:

## Absence & Management

Has the injured person ceased work?:

- No  
 Yes - Date they ceased work:

If the person has since returned to work, please state the date they returned:

## Manager Completing this Form

Manager / Supervisor Name:

Manager / Supervisor Tel:

Name of Team & Strategic Directorate:

Work Location & Address:

Manager / Supervisor Signature:

(only applicable if sending via internal mail. If sending via email, please leave blank)

### Please return to Health and Safety at:

<b>Email</b>	<a href="mailto:Health.and.safety@manchester.gov.uk">Health.and.safety@manchester.gov.uk</a>
<b>Address</b>	Internal Audit and Risk Management, Manchester City Council, Floor 5 (Mount Street Elevation), Town Hall Extension, Albert Square, Manchester, PO Box 532. M60 2LA