



**BWI, St Mary's and Holy Trinity
Church of England Primary Schools**

First Aid Policy

Governors' Committee Responsibility:	FGB
Staff Member:	SLT
Review Period:	Annual
Date policy accepted by the Governing Body:	Autumn 2024
Date for review:	Autumn 2025

A First Aider's main duties

First aiders must complete a training course provided by the Health & Safety Executive (HSE). A current list of first aiders are listed around the school.

At school the main duties of a first aider are:

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

Appointed person

An appointed person is someone who:

- Takes charge when someone is injured or becomes ill
- Looks after first aid equipment, e.g. responsible for the ordering and re-stocking the first aid boxes and class medical bags.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons do not necessarily need to be first aid trained however it is good practice that they at least have some basic training. The school currently has H.S.E. trained first-aiders, both "First Aid at Work" and "Paediatric First Aid". (See First Aid posters, displayed around the school.)

What schools need to do

The Health and Safety First Aid regulations 1981 and the DFE's Guidance on First Aid for Schools (February 2014) set out what employers have to do.

Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel. The regulations do not oblige employers to provide first aid for anyone other than their staff but employers do have health and safety responsibilities towards non-employees, it is recommended that schools should include others (pupils and visitors) in their risk assessment and provide for them.

Assessment of need

Regulations require employers to make a suitable and sufficient assessment of the risk to health and safety of their employees and others who may be affected. This will identify what measures need to be taken to prevent or control these risks.

All staff accidents must be recorded on an accident form which is kept securely by the Welfare Officer. A member of the Senior Leadership Team should be Informed of the accident as soon as possible.

Reassessment of first aid provision

The governing body/and or Head of School should regularly review the school's first aid needs – at least annually and particularly after any changes to ensure provision is adequate.

Providing information

The Head of School must inform all staff of the first aid arrangements – location of equipment, facilities, first aid personnel and the procedure for monitoring and reviewing the school's first aid needs.

Asthma & Anaphylaxis training for all staff is provided by the School Nursing Service on an annual basis. Further training will be updated when necessary for new staff or new children entering the school with special medical needs. Notices are displayed around the school.

Risk Assessment of First Aid needs

Each classroom has a medical bag with all relevant medicines and equipment needed for the children in that class.

A record of accidents is kept.

The school has many designated first aiders. Schools are generally classed as low risk. Lunchtime supervisors are also first aid trained. There is adequate provision for leave/absence/first aiders being off site. There is adequate provision for out of hours activities..

Qualifications and Training

All first aiders hold certificates approved by the HSE.

First aid certificates are valid for 3 years and a register of first aiders with the relevant dates is held by the Welfare Officer. A list of first aiders is located by all first aid boxes, displayed in the medical room and other locations around the school.

First Aid and Materials, equipment and first aid facilities

The first aid containers on the school site are green with a white cross. Where possible they are situated next to a hand washing facility.

It is recommended the contents of the first aid container should be at least:

- A leaflet giving advice on first aid
- Sterile adhesive dressings
- Antiseptic wipes
- Saline wash
- 2 sterile eye pads
- Triangular bandages
- Safety pins
- Wound dressings
- Disposable gloves
- Bags for soiled waste
- 1 x Resuscitation face shield

The Welfare Officer is responsible for frequently checking and re-stocking the first aid boxes. There should be extra stock in school. Items should be disposed of after the expiry date. There is also a travelling first aid bag stocked with above used for off-site activities.

First Aid Accommodation

There is a suitable first aid room that can be used for the medical care of pupils and staff. It has a washbasin and is reasonably near to a WC. It has a telephone, bed and chairs and also has a lockable Fridge for medications only.

Hygiene / Infection Control

All staff have access to hand washing facilities and disposable gloves, aprons, masks and visors.

Reporting accidents and record keeping

The school keeps a record book of any reportable injury, disease or dangerous occurrence. Accidents at school that result in death or major injury, or prevent the injured person returning to work after 7days should be reported to the HSE (RIDDOR 2013).

The same process must be followed for pupils or other people not at work but in the school.

An accident must be reported if the accident relates to:

- Any school activity on or off the premises
- The way a school activity has been organised/managed
- Equipment, substances, machinery
- The design or condition of the premises.
- Schools should keep a record of any first aid given.
- The date, time and place of the incident.
- The name/s of those injured
- The details of the injury and what first aid was given.
- Details of what happens to the person afterwards.
- **Minor injuries** - Parents/guardian are informed for head injuries and the Bumped Head Policy is followed, other Injuries and nose bleeds via a telephone call or Class Dojo message stating the date, time and area of the injury.
- **Severe injuries** If a child / staff member has been sent to or taken to hospital for any reason, parents/guardian or next of kin **MUST** be informed immediately. Children and adults will always be accompanied.

Name and signature

All records will be signed and name of adult written. This can help schools identify accident trends, used as a reference for assessing future first aid needs and useful for insurance/investigative purposes.

In an emergency there is a procedure for contacting the parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents by sending a letter home or telephoning the parents.