



# First Aid Policy



**St George's CE First School and Nursery**  
Wonderfully made, inspired to shape the world

*Our vision is deeply rooted in Psalm 139:14: "I will praise you because I am fearfully and wonderfully made." This verse underpins our belief that every individual is unique; fearfully and wonderfully made in God's image, possessing talents and aspirations that we will nurture at St. George's.*

*We aspire for our children to leave school with a strong sense of self-belief, identity and community that extends beyond our gates. We believe in empowering them to make positive contributions to their communities and the wider world.*

**Approved by:**  
Awaiting Approval

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### 1 **Aims**

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors;
- Ensure that all staff and members of the IEB are aware of their responsibilities with regards to health and safety;
- Provide a clear framework for responding to an incident and investigating, recording, reporting the outcomes.

### 2 **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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

### 3. **Roles and responsibilities**

#### **3.1 Appointed person(s) and first aiders**

The school's appointed persons are Lisa Browning and Donna Griffin Davis. They are 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
- First aiders are trained and qualified to carry out the role (see section 7) 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 pupils home to recover, where necessary
  - Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
  - Keeping their contact details up to date

### **3.2 Endeavour Schools Trust**

Endeavour Schools board 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.

### **3.3 The Headteacher**

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)

### **3.4 Staff**

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 the headteacher or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

**What is first aid?** First Aid (as defined by the Health and Safety (First Aid) Regulations 1981) means the treatment of minor injuries that happen on the school premises that would otherwise receive no treatment or do not require treatment by a medical practitioner or nurse. In cases where a person will require help from a medical practitioner or nurse, first aid aims to minimise the consequences of injury or illness until such help is obtained.

### **4.1 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 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 recommend next steps to the parents
- If emergency services are called, a member of the senior leadership team will contact parents immediately
- The first aider will complete the accident book on the same day or as soon as is reasonably practical after an incident resulting in an injury

#### **4.2 Off-site procedures**

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

- Allocated members of staff to carry mobile phones
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Educational Visits Co-Ordinator prior to any educational visit that necessitates taking pupils off school premises.

As part of the risk assessment for off-site visits, consideration will be given to the location of the visit, nature of activities, first aid facilities at the venue and the medical or physical needs of pupils, staff and any volunteers attending in order to determine the number of first aiders required to accompany a visit.

When Nursery and Reception children take part in visits there will always be at least one paediatric first aider with a current first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. When children in years 1, 2, 3 and 4 leave the school premises there will always be at least one first aider on school trips and visits.

#### **4.3 Out of school hours activities**

School staff, including a qualified First Aider will always be on site while before and after school clubs are running.

Normally, during term-time, no-one is on the school site alone. So staff would be expected to treat minor injuries themselves or with assistance of a colleague i.e. caretaker or cleaner. If, due to exceptional circumstances (such as the absence of the caretaker) any staff working alone in the school premises will be provided with the personal contact details of a senior member of staff.

**4.4 When is treatment by a first aider required?** To aid decision making about the most appropriate course of action to take in any given situation, four categories of incident have been identified and prioritised, as follows:

##### **Category 1:**

Definition: Urgent treatment from a medical practitioner or nurse is required and first aid is required to minimise the consequences of the injury or illness

Action: Dial 999 and then seek help from a first aider

Example situations:

Someone is unconscious and not breathing

Someone is suspected of having had a heart attack or stroke

### **Category 2:**

Definition: It is highly likely this incident will require urgent treatment from a medical practitioner or nurse, however a first aider should assess the situation and administer first aid which will minimise the consequence of the injury or illness until assistance arrives.

Action: Seek help from a first aider then dial 999

Example situations:

Someone is:

- unconscious and breathing
- experiencing Anaphylaxis
- bleeding heavily
- choking
- drowning
- burnt or scalded
- experiencing an electric shock
- injured and there is a fracture or suspected fracture
- poisoned

### **Category 3:**

Definition: First aider needs to assess (triage) and then decide the best course of action i.e. this incident may require treatment from a medical practitioner or nurse, the administration of prescribed medication or first aid treatment.

Action: Seek help from first aider

### **Category 4:**

Definition: It is unlikely that treatment will be needed from a medical practitioner or that prescribed medication will be necessary and therefore any member of staff can deal with these situation in the first instance.

Action: Any member of staff can deal with this in the first instance

## **5 First Aid Equipment**

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
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- Reception
- The Early Years Foundation Stage

- Key Stage 1 Area
- Key Stage 2 Area

## **6 Accident/accident reporting, recording and investigation**

**6.1** All accidents and injuries in categories 1), 2) and 3) relating to pupils are recorded in the 'Pupil Accident Book' and accidents or injuries relating to any other person are recorded in the 'Non-pupil Accident Book.'

The following information must be recorded in Accident books:

- Full name of the person/people who were injured
- Date/time/place of the accident/injury
- Nature of the injury/injuries/symptoms (see table below)
- How the injury/accident happened
- Listen to what the injured person/child says
- Ask if there are any witnesses
- Talk to any witnesses to establish the exact cause of the accident/injury
- If there is not a consistent account make the account of the injured person and any witnesses is recorded, and in the record make it clear that there are different accounts about the cause of the accident.
- What first aid was administered at the time
- Ensure that all first aid actions are recorded i.e. what was examined, what treatment was provided including the use of medi-wipes, cold compress, plasters etc.
- What happened to the affected person immediately afterwards (e.g. they went back to class, resumed normal duties, went home, went to hospital).
- Any further action taken
- If you believe that systems (human or physical), routines or the layout of furniture need to be adjusted to prevent further accidents/injuries of this nature ensure you inform Marie or Adam immediately and record this in the First Aid book.
- Signature and name of the person completing the first aid record

Where?	What?	Further detail
Right cheek	Red mark, slight swelling	Size of injury – compare to a known item
Above the left eyebrow	Small graze around 3cm long	
Right heel	Blister around the size of a 50p coin	Amount of swelling
Lower left arm	Several small bruises around the size of a 5p coin	
Middle of the back	Long graze, approximately 10cm long	Number of injuries e.g. 5 small cuts, one large bruise, 3 blisters
Right knee cap	Deep cut in middle of knee cap, grazing and bruising.	

## 6.2 Reporting to the HSE

The Headteacher 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 Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death

Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- 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 here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

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

### **6.3 Notifying parents**

The class teacher or a teaching assistant will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

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

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Worcestershire Children First of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7 Training**

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years. In line with our safer eating policy, all children aged 5 and below will be supervised by a paediatric first aider.

## **8 Monitoring arrangements**

This policy will be reviewed by the Headteacher every two years. At every review, the policy will be approved by the full governing board.

## **9 Links with other policies**

- Administration of medication
- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Endeavour Schools Trust Health and Safety Policy
- Safeguarding and Child Protection
- Lone Working Policy
- Educational Visits Policy