



# First Aid Policy

Policy Approved/Updated	November 2023
Policy Review Date	November 2024
Reviewer	Laura Rainbow

# Contents

<b>First Aid Policy</b> .....	<b>1</b>
<b>Contents</b> .....	<b>2</b>
<b>Our Mission Statement</b> .....	<b>3</b>
<b>Our Vision</b> .....	<b>3</b>
<b>Statement of Intent</b> .....	<b>3</b>
<b>Reference</b> .....	<b>3</b>
<b>Status</b> .....	<b>3</b>
<b>First Aid Organisation</b> .....	<b>4</b>
<b>Medical Room</b> .....	<b>4</b>
<b>Practical First Aid Arrangements</b> .....	<b>4</b>
<b>Reporting to Parents</b> .....	<b>5</b>
<b>Transport to Hospital or Home</b> .....	<b>5</b>
<b>Duties of Staff</b> .....	<b>5</b>
<b>Hygiene Procedures for Disposal of Body Fluids</b> .....	<b>6</b>
<b>Responsibilities</b> .....	<b>6</b>
<b>Administration of First Aid and Medicines to Pupils</b> .....	<b>6</b>
<b>Information on First Aid Arrangements</b> .....	<b>7</b>
<b>Reporting</b> .....	<b>7</b>
<b>Arrangements for Pupils with Medical Conditions</b> .....	<b>8</b>
<b>Communicable Diseases</b> .....	<b>8</b>
<b>Return to School after Illness</b> .....	<b>8</b>
<b>Review of First Aid Policy</b> .....	<b>8</b>

## Our Mission Statement

At Holy Cross, we are very proud of our school motto and our Catholic ethos; **Loved, Valued, Challenged.**

**Loved:** We love one another as Jesus taught us – our friends, our families and those who we may never meet.

**Valued:** We value everyone – everyone is important; pupils, staff, parents, governors, and members of the community– no matter their race, religion ability or need. We try to live like Jesus taught us.

**Challenged:** We challenge each other – not only with our learning but challenge each other to be more merciful to others, have a little more understanding of others’ needs and challenge each other to be better people.

## Our Vision

At Holy Cross, we aim to develop a caring Catholic community based upon the life and example of Jesus Christ, which envelopes the life and lives of everyone and everything in our school. It is through Christ’s message of love and forgiveness that the children, staff, both teachers and ancillary, parents and governors, preserve the essential Catholic ethos of the school.

The school aims to provide a challenging curriculum that reflects our philosophy, broadly balanced and relevant, and to support the development of the whole child to his/her full potential. At Holy Cross, everybody matters, therefore we encourage all to show respect to each other and the environment.

## Statement of Intent

To set out clearly the principles and procedures for first aid at Holy Cross Catholic Primary Voluntary Academy.

## Reference

Health and Safety (First Aid) Regulations 1981

Department of Health Guidance on Infection Control in Schools and Nurseries

The Education (School Premises) Regulations 1996

The Controlled Waste Regulations 1992

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Health and Safety at Work Act 1974

Data Protection Act 1998

## Status

The Governors and Head accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing first aid for employees, pupils, and visitors within the school.

The Governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

## First Aid Organisation

The school's arrangements for carrying out the policy include the following key principles:

- governing body duty to approve, implement and review this policy
- individual responsibility on all employees
- duty to report, record and, where appropriate, investigate all accidents
- recording of significant occasions where first aid is administered to employees, pupils and visitors
- provision of equipment and materials to carry out first aid treatment
- arrangements to provide training for employees and to maintain a record of that training, reviewable annually.
- establishment of a procedure for managing accidents in school which require first aid treatment
- provision of information to employees on the arrangements for first aid
- undertaking a risk assessment of the first aid requirements of the school.

## Medical Room

In compliance with The Education (School Premises) Regulations 1996, the governing body will ensure that a room will be made available for medical treatment.

This facility contains the following and is readily available for use:

- sink with running hot and cold water
- drinking water and disposable cups
- paper towels
- smooth-topped work surfaces
- range of first aid equipment and proper storage
- chairs
- soap
- clean protective garments for first aiders
- suitable refuse container (foot operated) lined with appropriate bag
- appropriate record keeping systems and facilities

## Practical First Aid Arrangements

First aid boxes are kept in all classrooms and are clearly labelled with the green cross for easy identification. In addition, there are travel kits for trips, these are kept in the medical room. The contents of these boxes vary according to location and are checked on a regular basis by the Appointed First Aiders.

Staff attending an accident should use the nearest first aid box to access materials to deal with the accident, if possible. If the teacher requires assistance, they should send the accompanied pupil to the office for attention from the Appointed first aider or send a pupil to request that she comes to the scene

of the accident. If the contents of the boxes become depleted, staff should inform the Appointed First Aiders.

## Reporting to Parents

If a pupil receives a minor cut or graze the accident should be reported to the parents. Therefore, report all accidents to an Appointed First Aider so that parents/carers may be informed via a completed accident slip.

More serious accidents are reported to parents from the school office via a telephone message. Bumps to the head suffered by pupils must always be reported to parents who should be given the choice whether or not to collect them from school.

Pupils who begin to feel unwell during the school day should be sent to the Appointed First Aider if unable to participate in class activities. The Appointed First Aider will look after them and decide whether or not parents need to be informed or be asked to collect them from school.

## Transport to Hospital or Home

The Appointed First Aider will determine the sensible and reasonable action to take depending on the circumstances of each case. - Where the injury is an emergency, an ambulance will be called, following which the parents will be called. - Where hospital treatment is required but not in an emergency, the Appointed First Aider will contact the parents for them to take over responsibility for the pupil.

## Duties of Staff

School is required to maintain a record of injuries and accidents to employees and pupils. These records are to be retained in the Archive Room for a minimum of three years. School should not retain copies for longer than necessary to comply with the requirements of the Data Protection Act.

All accidents and dangerous occurrences, however minor, arising out of or in connection with work and school activities must be reported to the Health and Safety Co-ordinator or through the Appointed First Aider. The requirement applies to accidents involving staff, pupils, parents, contractors, visitors and members of the public. It applies to accidents and incidents that occur on and off site when a school activity is involved. A regular report is to be made to the Health and Safety Committee. Accident/incident report forms to be completed via the Trust Estates Portal. Action required by staff of Years 1 to 6 pupils is as follows:

- the person reporting the accident/incident completes the relevant parts of the form with the support of the Appointed First Aider who may initiate reports. Written notification should be made as soon as possible after the event and no later than the next working day
- near incidents/accidents are reported in the same way
- the Appointed First Aider maintains a central log of all accident report forms
- the Appointed First Aider considers the report and decides on any further action required with the support of the Head Teacher.

- a copy of the report is placed in the pupil's individual file
- serious accidents/incidents should be reported verbally as quickly as possible. Action required by Early Years staff is the same.

## Hygiene Procedures for Disposal of Body Fluids

The legal definition of clinical waste is given in the Controlled Waste Regulations 1992 as:

"Any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusion, being waste which may cause infection to any person coming in contact with it".

The safe disposal of clinical waste is a shared responsibility of the Appointed First Aiders and the school site manager. Approved 'yellow' bags must be used for the temporary storage of such waste in clearly defined and safe areas prior to removal from the school by an authorised contractor.

## Responsibilities

All members of the Holy Cross staff receive basic one day first aid training every three years. There are several members of staff who have additional 3 or 4 day training and at least one of these is always present on the premises when pupils are present. **Appointed First Aiders and Foundation Stage staff receive paediatric first aid training and one at least of these is always present in school with pupils and accompanies their outings.** The Headteacher will appoint the Appointed First Aider and the relevant section of his/her job description is described below.

In general, the Appointed First Aider will:

- take charge when someone becomes injured or ill
- look after the first aid equipment, including restocking when required
- check all first aid materials are within their 'use by' date
- ensure that an ambulance or other further professional medical help is summoned when appropriate
- oversee records of all first aid incidents at the school
- manage records of first aid training

In order to provide first aid for pupils and visitors, the Health and Safety Coordinator will undertake a risk assessment to determine, in addition to the Appointed First Aider, the number and relevant training of first aiders required. In implementing the outcome of the risk assessment, the governing body acknowledges that, unless first aid support is part of a member of staff's contract of employment, those who agree to become first aiders do so on a voluntary basis.

## Administration of First Aid and Medicines to Pupils

The school acknowledges that pupils may require medication during the school day as part of either long-term management of a health condition or during a short period of illness/injury.

The school will administer medication provided that the parent(s) of the pupil adheres to the following safety guidelines and the Managing Medicines Policy:

- the school will administer medication in school provided a completed Health Care Form is handed to the staff giving written permission and with full instructions regarding frequency and dosage etc. has been received
- medication must be received by the school in the original, intact container or packaging. The pharmacy label should be clear and not obstructed in any way
- medication should be brought to school by a responsible person. This person will, if possible, be the parent
- We will only administer non-prescribed medicine if the specific matter has been discussed by the parent with the Appointed First Aider in advance and she has agreed to its administration.

## Information on First Aid Arrangements

The Health and Safety Coordinator will inform all employees at the school of the following:

- the arrangements for reporting and recording accidents
- the arrangements for first aid
- those employees with first aid qualifications
- the location of first aid boxes

In addition, the Health and Safety Coordinator will ensure that signs are displayed throughout the school providing the following information:

- those employees with first aid qualifications
- the location of first aid boxes.

## Reporting

The Governing Body is aware of its statutory duty under The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive (telephone 08453009923) as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than 3 consecutive days (excluding the day of the accident but including non-working days)
- An accident which requires admittance into hospital for an excess of 24 hours
- Death of an employee
- Major injury such as a fracture, amputation, dislocation of hip, shoulder, knee or spine
- For non-employees and pupils an accident will only be reported under RIDDOR: where it is related to work being carried out by an employee or contractor and the accident results in death or major injury or it is an accident in school which requires immediate emergency medical treatment at hospital

The Head Teacher or, in their absence, the assistant (after checking with the Head Teacher), is responsible for notifying the Health & Safety Executive Incident Contact Centre in applicable cases.

Where an employee, pupil or visitor has been injured or becomes ill as a result of a notifiable accident or dangerous occurrence which is a cause of death within one year of the date of that accident the HSE must be informed in writing as soon as this is known. It is also a statutory duty to keep a record following enquiries from the DSS concerning claims for any of the prescribed industrial illnesses.

## Arrangements for Pupils with Medical Conditions

Parents are required to give details by completing the Health Care Plan and discussing it with the Appointed First Aiders, e.g. allergies, epilepsy and diabetes. This will ensure that the school; has the necessary medication and that the appropriate information is recorded and held on record. Staff are given lists of pupils with medical conditions who they are likely to work or come into contact with. The kitchen staff have details of children with allergies attached to their photographs.

- Pupils suffering with asthma are required to have an in date inhaler/reliever in school.
- Pupils suffering with allergies who have been prescribed epi-pens are required to have an in date epi-pens plus Piriton in school.

## Communicable Diseases

The school office should be informed immediately by parents if a child has been diagnosed with a communicable disease such as Chicken Pox or Measles. The school will then inform any Parents of children who may have been in contact with this child.

## Return to School after Illness

If a child is ill/unwell he/she should remain away from school until able to fully participate in the school day. In particular if he/she has had diarrhoea or vomiting within the last 48 hour period or if the child has had a higher than normal temperature, this must be registering with the 'normal' range for a 24 hour period before returning to school.

## Review of First Aid Policy

The Health and Safety Lead and staff will review the First Aid policy on an annual basis and make recommendation, where appropriate, to the Governing Body for changes to the school's policy.