



First Aid Policy

This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE.

It is St. Thomas' responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from out of school activities.

Objectives

- To appoint the appropriate number of suitably trained people as appointed persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR)

Duties and Responsibilities

The Governing Body is responsible for the health and safety of their employees and anyone else on the premises. This includes the Head Teacher and teachers, non-teaching staff, pupils and visitors (including contractors).

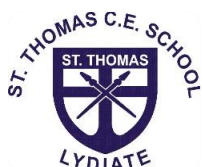
The Head Teacher is responsible for putting the policy into practice and for developing detailed procedures. He should ensure that the policy and information on the school's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to needs.

All staff are expected to do all they can to secure the welfare of the pupils.

The majority of staff have undertaken emergency first aid training. In addition, the school currently has four qualified paediatric first aiders. Training is approved by the HSE and renewed at least every three years.

Responsibilities of Trained First Aiders

- Provide appropriate care for pupils or staff who are ill or sustain an injury.
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places after an incident.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.



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- All incidents minor incidents (small bumps/ grazes etc) are to be recorded in the class First Aid file. If incident is deemed serious, this should be recorded on CPOMS (including staff incidents).
- Where necessary, constant monitoring and supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.
- If the situation is life threatening or of cause for concern, any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school, a member of staff will accompany the child to hospital and parents will be directed to go straight there.

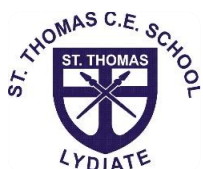
Responsibilities of the Appointed Person

- Ensure that all staff and pupils are familiar with the school's first aid and medical procedures.
- Liaise with the SENCO to ensure that all staff are familiar with measures to provide appropriate care for pupils with particular medical needs (eg. Diabetic needs, Epi-pens, inhalers).
- Oversee that medicines are kept in the office (in a locked cupboard) out of reach of the children, any medication requiring refrigeration will be kept in the medical fridge in the staffroom (please see Supporting Children with Medical Conditions Policy for further guidance).
- Ensure that a list is maintained and available to staff of all pupils with particular medical needs and appropriate measures needed to care for them.
- Monitor and re-stock supplies and ensure that first aid kits are replenished.
- Ensure that the school has an adequate number of appropriately trained First Aiders.
- Co-ordinate First Aiders and arrange for training to be renewed as necessary.
- Liaising with the SENCO, ensure that correct provision is made for pupils with special medical requirements both in school and on off-site visits.
- On a termly basis, review First Aid records to identify any trends or patterns and report to the Health and Safety committee.
- Fulfil the school's commitment to report to RIDDOR, as described below.
- Liaise with managers of external facilities, such as the local sports facilities, to ensure appropriate first aid provision.
- Contact emergency medical services as required.
- Maintain an up-to-date knowledge and understanding of guidance and advice from appropriate agencies.

Pupils who are unwell in school

Any pupil who is unwell must not be left unsupervised. If a pupil becomes unwell, a parent should be contacted by the appointed person, the school office or the head teacher.

Anyone not well enough to be in school should be collected as soon as possible by a parent. Staff should ensure that a pupil who goes home ill remembers to sign out at the school office.



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Reporting and Record Keeping

- The Head Teacher or most senior leader on site will be informed of any serious injury occurring in a day (then recorded on CPOMS).
- All significant incidents, injuries, head injuries and treatments are to be recorded in the class incident file. 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 the first aider or person dealing with the incident
- Parents are to be informed of any head injury with the standard bumped head letter (these letters are stored in class files) and a verbal notification at the end of the day. Children will also be given a bumped head sticker, which will remind other adults throughout the day to monitor the child's condition. Parents will be informed of any other injury sustained in school. This could be verbal notification, phone call or a note home.
- Staff to complete the accident reporting form for employees if they sustain an injury at work.

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Resources Governors Committee, who hold the Governor's responsibility for Health and Safety, are informed of all accidents reported to HSE.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE.

1. Involving employees or self-employed people working on the premises.
2. Involving pupils and visitors.

The Head Teacher is responsible for ensuring this happens.

Administration of drugs and medicines

See Administration of medicines policy.

First Aid boxes

First Aid Boxes are located in:

- Each classroom (a grab bag is located by every internal door. It is the responsibility of the Teaching Assistant/ Teacher to ensure this is kept well stocked).
- Deputy Head Teacher's office – a supply of First Aid equipment is stored in the cupboard. Teachers can refill their class kits from here. It is the responsibility of the admin staff to ensure that this is stocked with all necessary equipment (see list below).



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- Kitchen – it is the responsibility of the kitchen staff to ensure this is well-stocked (using equipment from Deputy Head's office).
- Lunchtime Year 1 & Year 5/6 Corridor – it is the responsibility of the administrative team to ensure this is well-stocked (using equipment from Deputy Head's office).

Trips

For any Educational Visits, first aid and health and safety should be considered when planning and carrying out visits. The trip organiser must ensure that at least one adult accompanying the trip has an appropriate first aid qualification (paediatric certificate for trips involving EYFS pupils) and undertake a risk assessment to ensure an appropriate level of first aid cover, with reference to the educational visits policy, which includes further guidance. All incidents are to be recorded on the Post Visit Recording Form. Staff are to take class 'grab bag' and the red first aid bag containing any medicines.

First Aid Boxes should contain:

First Aid Supplies

Burn Relief Dressing
 Wash proof Assorted Plasters
 Large Dressing 18cm x 18cm
 Medium Dressing 12cm x 12cm
 Nitrile Gloves
 Mouth to Mouth Resuscitation Device
 Finger Dressing with Adhesive Fixing 3.5cm
 Conforming Bandage 7.5cm x 4cm
 Moist Cleansing Wipes
 Single Use Triangular Bandage 90 x 127cm
 Universal Shears Small 6"
 Eye Pad dressing with Bandage
 Foil Blanket (adult size)
 Assorted Safety pins

A list of these items can be found in class First Aid files.



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