



St Peter's

Church of England (Aided) Junior School

Learning and Living Life in all its Fullness

John 10:10 – 'I have come that they may have life and have it to the full'.
Inspired by John 10:10, we strive for all members of our community to learn and live
'Life in all its Fullness'.

FIRST AID POLICY

Policy Statement

The school will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

The relevant legislation is listed below:

- 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

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
- Ensuring the First Aid Needs Assessment is reviewed periodically or following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them
- 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
- Reporting specified incidents to the HSE when necessary

Date ratified: 12 March 2025

Review Date: Spring 2026

Responsibilities

Responsibility for first aid is held by the headteacher who is the responsible manager. The school's First Aid Leader (senior admin assistant) will manage and co-ordinate First Aid matters on behalf of, and under the direction of, the headteacher and with support from the Health & Safety Manager (school business manager). All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Headteacher:

Responsibility for first aid is held by the headteacher who is the responsible manager.

- The headteacher is responsible for the implementation of this policy and ensuring that staff practices are being met.
- The headteacher is responsible for carrying out and reviewing the First Aid Needs Assessment form with support from the Health and Safety Manager and First Aid Lead. They will ensure that an appropriate number of appointed persons and trained first aid personnel are present in the school at all times and that first aiders have an appropriate qualification.
- The headteacher will ensure that adequate space is available for catering to the medical needs of pupils and that this space is well maintained to meet these needs.

Health and Safety Manager:

The Health & Safety Manager role is held by the School Business Manager.

- The Health and Safety Manager will monitor all staff practice and periodically review procedures using the Health & Safety Management Review Monitoring Form, this includes examination of accident reporting, near miss reports, accident investigations, first aid training and certificates, first aid kit check records, random checks of first aid kits and that suitable and sufficient risk assessments are in place, in date and appropriate measures are being put in place.
- The Health and Safety Manager will ensure that all staff are aware of first aid procedures and have access to relevant risk assessments. They will ensure that this First Aid Policy is understood in conjunction with the Supporting Pupils with Medical Conditions Policy.
- The Health and Safety Manager will report specified incidents to the HSE when necessary and under the guidance of the Health & Safety Consultant.
- The Health and Safety Manager will coordinate staff training requirements and keep staff training up to date.

First Aid Leader:

The First Aid Leader role is held by the Senior Admin Assistant.

- The First Aid Leader, under the direction of the headteacher and with support from the Health and Safety Manager, is responsible for ensuring compliance, as outlined in the First Aid Needs Assessment Form. They will ensure that the list of first aiders is displayed for all staff on the Health & Safety Notice Board and in the School Office. They must support staff to remain competent to perform their role by being the first point of contact for First Aid concerns.
- The First Aid Leader will make sure that first aid kits are adequately stocked and replenished. They will complete the relevant First Aid Kit Checklist. They will periodically review these check sheets and carry out random checks of first aid kits.
- The First Aid Leader will comply with this policy and the Supporting Pupils with Medical Conditions Policy.

Governors:

- The following Governors will maintain monitoring of First Aid: Safeguarding Governor, SEND Governor and Health & Safety Governor.
- Governors will review procedures using the Health & Safety Management Review Monitoring Form. This will take place on a termly basis.

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- The PPP governor committee will review this policy annually or following any significant changes that may affect first aid provision.

First Aid Trained Staff

- First aid trained staff will take charge when someone is injured or becomes ill, 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.
- In collaboration with the First Aid Lead, they will ensure that an ambulance or other professional medical help is summoned when appropriate.
- In collaboration with the First Aid Lead, they will arrange for pupils to be sent home to recover, where necessary, and make sure that parents/careers are informed.
- In the event of first aid treatment, a report will be completed on Medical Tracker.
- Whenever first aid is administered, a letter is sent home via Medical Tracker on the day of the incident explaining the nature of the injury and the first aid given.
- In the event of a more serious incident, an Accident and Incident Investigation Form will be completed, supported by the Health and Safety Manager. This should be completed on the same day, or as soon as is reasonably practicable, after an incident.

School Staff

- School staff are responsible for ensuring they follow first aid procedures, that they know who the first aiders in school are and complete accident reports for all incidents they attend to where a first aider/appointed person is not called.
- They must inform the headteacher or the school business manager of any specific health conditions or first aid needs.

First Aid Training

The Headteacher, Health & Safety Manager and First Aid Leader will ensure that appropriate numbers of staff on site and for off-site activities are nominated and adequately trained for the following, as identified by the First Aid Needs Assessment:

- Appointed persons
- School and Paediatric first aid trained staff
- Other staff when relevant for Defibrillator, Epi-Pen, Asthma, Diabetes, any other pupil need

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

Quantity	Location
8	Classrooms
3	School Office (including emergency grab bag and travel Bag for off-site activities)
1	Staffroom
1	Pupil Kitchen
1	Top floor corridor
1	Art classroom

A first aid kit (green waist bag) is kept in every classroom. This kit is transportable, also designated for lunch/break times and PE lessons to go out with the staff and pupils. Every class also has a medical rucksack, personalised to the children in each class – including asthma inhalers and EpiPens.

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The contents of first aid kits are listed on the First Aid Kit Checklist.

It is the responsibility of the First Aid Leader to check the contents of all first aid kits, replenish the kit and record findings on the First Aid Kit Checklist. The check sheet is completed every term, as a formal check. Completed checklists are stored in the school office. The first aid kits will be checked every week for the purposes of replenishment. The First Aid Leader will also make sure that adequate PPE is available.

The school has made the decision to have an Automatic External Defibrillators (AED) on the premises, this is located in the staffroom.

The school office is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Seating area, blanket/ cushion
- Running water
- First aid kit
- Stock of first aid kit supplies
- PPE
- Access to Medical Tracker (online recording)
- Sick bowls
- Medical supplies
- Emergency kit for asthma attacks
- Emergency anaphylaxis kit
- Fridge
- Cleaning products, for example absorbent powders for bodily fluids, anti-bacterial spray

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. A text message and email will also be sent to all the emergency contacts listed for the child.

In the event that parents cannot be contacted, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider,

appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

The first aider must fill in an accident report on the same day, or as soon as is reasonably practicable, after the incident. If necessary, the accident will be investigated by the Lead First Aider and Health & Safety Manager.

Minor Injuries

All minor injuries (e.g., cuts, grazes, bumps) are dealt with by a trained first aider. All first aid kits contain sterile wipes and plasters that can be used to give basic first aid.

Once the child has received the first aid they need, the report on Medical Tracker is completed by the adult giving first aid. As incidents are recorded staff check to see if the child concerned has had several incidents that might need following up. If there are any concerns, they are discussed with the child's class teacher and headteacher. Medical Tracker is checked every day by the First Aid Leader, immediately after lunchtime. It is also checked in more depth, once a term, by the First Aid Leader to check for any patterns of injury related to a child.

Whenever first aid is administered, a letter is sent home via Medical Tracker on the day of the incident explaining the nature of the injury and the first aid given. If there are any concerns about the nature of the injury or how the injury occurred, for example hurt by another child on purpose, the class teacher will talk to the child's parent/carer at the end of the day. If necessary, this will be recorded on CPOMS.

Bumped Heads

The following procedure is to be followed in addition to the above procedure, when the accident or injury involves a child's head. Any bump to the head, however small it appears to be, is assessed, treated and recorded by a qualified first aider (ideally in the office).

A major bump to the head, which is when the accident or incident results in suspected concussion or dizziness and/or result in a lump appearing on the head. The office will be informed and the office will ring the parent or other designated contacts to inform them of the injury. The parents will be offered the opportunity to come to the school and if necessary, take the child home for monitoring or for treatment by a medical professional.

In the event of a minor bump to the head, which does not result in any of the above, the class teacher will be informed and monitor. If at any time they become concerned about the child's condition a first aider will reassess the child.

In the event of any head bump, a report will be completed on Medical Tracker. A notification letter will be generated on Medical Tracker and shared with parents.

If any child sustains a significant head injury at school an ambulance will be called immediately and parents will be contacted as soon as possible. The incident is recorded on Accident and Incident Investigation Form; this can be attached to Medical Tracker. They must fill in an accident report on the same day, or as soon as is reasonably practicable, after an incident

Visits

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

- A mobile phone (personal)
- A travel first aid kit
- Class medical bag, including information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader and approved by the Head of School and Educational Visits Coordinator (EVC) prior to any educational visit that necessitates taking pupils off school premises. All off site activities, other than routine or local trips, will be registered, managed, recorded and approved using the Evolve system. Local trips will still be recorded using the Evolve system, these will then be approved by the headteacher. Routine sporting fixtures are not managed using the Evolve system, but the principles of risk assessment, parental consent and communication remain consistent with the Evolve process.

There will always be at least 1 first aider with a current Paediatric First Aid (PFA) certificate on school trips.

The travel first aid kits must be checked using the First Aid Kit Checklist before leaving the school. Minimum requirements for these kits will need to be assessed on expected usage and the level of risk within that location, this is done by the EVC and/or First Aid Leader.

The trip leader is responsible for ensuring that any individual child's medication (e.g. Epi-Pens or Inhalers) is taken with the class. The parent consent form for the child to go on the trip gives the staff the authorisation to administer any medicine or emergency first aid.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- Location of accident

There is a form to complete on Medical Tracker to record any minor accidents and for first aid administration. This is accessible to all staff, online.

All major accidents or incidents are to be immediately reported to the headteacher and/or school business manager. Major accidents or incidents are recorded on an Accident and Incident Investigation Form, stored in the school office. This document will also be attached to Medical Tracker.

There is a first aid folder for each class, located in the class medical bag. In this folder there is a class medical list showing any allergies, medical conditions and whether a child has any medication. This folder is updated by the First Aid Leader every term or sooner if required e.g. due to change in circumstance.

All pupil information is stored on Arbor and is accessible to relevant staff.

Whenever first aid is administered, a letter is sent home via Medical Tracker on the day of the incident explaining the nature of the injury and the first aid given. It is the responsibility of the person administering first aid to complete the letter and to pass it on to the child's Class Teacher or Learning Support Assistant.

Extra-Curricular Third-party providers have their own first aid records. Any serious accidents must be reported to the school to be recorded on Medical Tracker and investigated by the school's Health and Safety Manager.

If any major accident, incident or injury to members of staff should occur, then these events will be reported to the schools Health & Safety Consultant, alongside the Headteacher, Health & Safety Manager and Health & Safety Governor.

Reporting to the HSE

Information on the type of reportable injuries, Diseases and Dangerous Occurrences is supplied by the HSE <https://www.hse.gov.uk/riddor/reportable-incidents.htm>

If the school believes it needs to submit a RIDDOR report then they will always consult the schools Health & Safety Consultant (Ray West) and the Health & Safety Governor.

The Health and Safety Executive (HSE) will be notified using a RIDDOR reporting form.

Disposal of waste

Used items should be disposed of in a tied yellow plastic bag, which is then put in the medical waste bin in the disabled toilet.

If a child/adult has been sick, the waste is double bagged and then placed in in the medical waste bin in the disabled toilet.

Any needles will be disposed of using the sharps disposal kit and collection arranged by a professional service. The sharps disposal bin is stored in the basement, until collection.

Related Policies:

- Supporting Pupils with Medical Conditions
- Health & Safety Policy

Summary of First Aid Monitoring Responsibilities:

- First Aid Needs Assessment – annually by Health and Safety Manager
- Health & Safety Management Review Monitoring Form – termly by Health and Safety Manager
- Health & Safety Management Review Monitoring Form – termly by Governors
- First Aid Kit Checklist – weekly replenish and termly (formal) check
- Medical Tracker - every day general check by the First Aid Leader, after lunchtime
- Medical Tracker - once a term, by the First Aid Leader, to check for any patterns of injury
- First Aid Folder in class medical bag - once a term, by the First Aid Leader