

# **Broom Cottages Primary & Nursery School**



## **First Aid Policy**

Approval Date: October 2024  
Review: October 2025

## 1. AIMS:

The Aim of this Policy is to set out guidelines for all Staff in school in the administering of First Aid to children, employees and visitors. Teachers and other staff in charge of children are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the children at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. Furthermore, the Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 2013.

## 2. SHARING OF INFORMATION

This policy and policies it references shall be shared with all employees during their induction. Employees with first aid qualifications will be responsible for administrating first aid and their certificates held in the Health & Safety file and Safeguarding file.

## 3. QUALIFIED FIRST AIDERS

A person is suitable qualified if they have received the HSE approved and Ofsted recognised two day Paediatric First Aid Training.

Other First Aiders have Emergency First Aid and First Aid at Work certificates

## FIRST AID QUALIFICATIONS

NAME	QUALIFICATION	JOB TITLE	COMPLETED DATE	DATE FOR RENEWAL
S Bihari	EFAW	Breakfast Club Supervisor and Lunchtime Supervisory Assistant	25 April 2022	April 2025
D Brown	EFAW	Teaching Assistant	April 2022	April 2025
J Cornish	Paediatric First Aid	Teaching Assistant	July 2024	July 2027
C Darby	Paediatric First Aid	Teacher	June 2023	June 2026
C Douglas	Paediatric First Aid	Teaching Assistant	July 2022	July 2025
M Dunn	Paediatric First Aid	Lunchtime Supervisory Assistant	July 2024	July 2027
S Elloway	Paediatric First Aid	Teaching Assistant	July 2024	July 2027
C Griffiths	Paediatric First Aid	Teaching Assistant	July 2024	July 2027
G Laws	Paediatric First Aid	Teaching Assistant	July 2024	July 2027

D Palmer	Paediatric First Aid	HLTA	July 2024	July 2027
H Parker	Paediatric First Aid	Lunchtime Supervisory Assistant	July 2024	July 2027
D Porter	EFAW	Caretaker	25 April 2022	April 2025
M Scorer	EFAW	Teaching Assistant	25 April 2022	April 2025
D Shafto	Paediatric EFAW	Teacher	20 June 2023	June 2026
C Shannon	Paediatric First Aid	Teacher	July 2024	July 2027
L Stapleton	Paediatric First Aid	Teaching Assistant	July 2024	July 2027
E Sutherland	Paediatric First Aid	Teaching Assistant	July 2024	July 2027
K Taylor	EFAW + Forest	Teacher	9 September 2022	September 2025
S Waldock	EFAW + Forest	Teaching Assistant	9 September 2022	September 2025

#### 4. APPLICATION

A qualified First Aider must be consulted immediately in the event that a child (or member of staff) should sustain a major injury or injury of the following nature:

- Any respiratory difficulties
- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, a qualified First Aider must be consulted to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with Epipens in school - irrespective of the type of illness or injury sustained. In the event of a major injury, a First Aider must be notified first and an ambulance called immediately afterwards. Children with specific needs have a personal care plan to ensure their safety. This should always be consulted.

There are additional policies in place for:

- Administering Medicines
- Asthma

#### 5. PROCEDURES

The member of staff responsible for the child should either carry out First Aid, if qualified or take the child to the School Office from where a First Aider can be reached. An informed assessment will be carried out and the appropriate treatment given. If a child needs to be sent home or to a doctor or hospital owing to injury in school this must be authorised by the Headteacher or, in his absence, by a member of the leadership team. In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with Parents/Carers at the end of the school day.

Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made. Should the decision be that Parents/Carers be notified/the child needs to go home, the office should be contacted to confirm authorisation with the Head/Deputy Head Teacher, and Parents/Carers contacted.

## 6. INCIDENT REPORTING

All incidents requiring first aid (whether minor or major) must be recorded in the Accident record. The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees

- An accident that involves an employee being incapacitated from work for more than seven consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and children 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 treatment at hospital
  - For each instance where the Headteacher considers an accident to a visitor or child is reportable under RIDDOR the advice of the Local Authority will be sought.
- All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority. All accident/ injury and first aid records will be monitored by the Headteacher to help identify trends as part of the school's risk assessment process.

Accident, incidents and near misses etc. will be reported to the Local Authority using the online Accident Reporting Portal. Copies of reports will be kept in the Health and Safety file and the School Business Manager in her report will report the number of reports to Governors termly.

## 7. ACCIDENTS INVOLVING A CHILD'S HEAD

The Governing Body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where any child has an injury to the head, parents/carers will be telephoned and will be asked to come to school to discuss the injury. A medical injury slip will be given to the parent/carer and a copy kept in school.

## 8. FIRST AID MATERIALS, EQUIPMENT AND FACILITIES

All staff must acquaint themselves with the position of the First Aid kits. These are kept:

- In the office
- Kitchen

- Hall
- EYFS
- Trained Lunchtime supervisors have small First Aid belts on their person.

Stock is checked by Miss Palmer on a termly basis and ordered through the school office. First Aid Belt must be taken out onto the playground during dinnertime. The nominated First Aider for the group must take First Aid Boxes on all school trips.