

SHIELD ROAD PRIMARY SCHOOL



FIRST AID POLICY

Author/Person Responsible	Headteacher/Chair of Governors
Date of Ratification	24/04/2025
Review Group	Full Governing Body
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Review Frequency	Every two years
Review Date	April 2027
Related Policies	Medical Needs Policy Infection Control Policy Intimate Care Policy Risk Management Policy Health & Safety Policy
Chair of Governor's Signature	<i>Simon Quarrie</i>

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment and school personnel qualified in first aid.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

We wish to work closely with the Local Authority and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We, as a school community, have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

AIMS

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have qualified first aid personnel who are aware of hygiene and infection control procedures in place.
- To have adequate first aid equipment in place and all staff are aware of the location of first aid equipment.
- To have excellent lines of communication with the emergency services and other external agencies in place.
- To work with other schools in order to share good practice in order to improve this policy.

RESPONSIBILITY FOR POLICY AND PROCEDURE

Role of the Governing Body

The Governing Body has:

- Nominated a member of staff to take charge of first aid arrangements.
- Delegated powers and responsibilities to the Headteacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school comply with this policy.
- Responsibility for ensuring that the school complies with all equalities legislation.
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy.
- Responsibility for ensuring funding is in place to support this policy.
- Responsibility for ensuring this policy and all policies are maintained and updated regularly.

- Responsibility for ensuring all policies are available to parents/carers.
- The responsibility of involving the School Council in the development, approval, implementation and review of this policy.
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body.
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- Ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Ensure that the nominated person is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment.
- Train all school personnel in first aid arrangements.
- Ensure all school personnel, pupils and parents are aware of and comply with this policy.
- Work closely with the link governor and coordinator.
- Provide leadership and vision in respect of equality.
- Provide guidance, support and training to all staff.
- Monitor the effectiveness of this policy.
- Annually report to the Governing Body on the success and development of this policy.

Role of the Nominated Person

The nominated person will:

- Ensure all school personnel are trained in first aid arrangements and hold a valid certificate of competence that is valid for three years.
- Ensure all school personnel receive refresher training every three years.
- Organise and maintain the medical room.
- Ensure that there are adequate stocks of first aid equipment.
- Position and maintain first aid containers at appropriate locations around the school.
- Conduct with the Health and Safety coordinator annual risk assessments.
- Ensure all accidents and injuries are recorded and reported.
- Determine the level of provision:
 - at break-times and lunch times;
 - when school personnel are absent;
 - for all educational visits and sporting activities; ➤ for curriculum activities.
- Ensure first aid kits are taken on educational visits or off-site sporting activities.

- Ensure there is a designated medical room that is kept well stocked and free from clutter.
- Ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities.
- Inform parents/carers of any accident especially head injuries and of any first aid administered.
- Provide guidance and support to all school personnel.
- Keep up to date with new developments and resources.
- Review and monitor.
- Annually report to the Governing Body on the success of this policy.

Role of the Health and Safety Coordinator

The Co-ordinator will:

- Lead the development of this policy throughout the school.
- Work closely with the Headteacher and the nominated governor.
- Provide guidance and support to all staff.
- Provide training for all staff on induction and when the need arises.
- Keep up to date with new developments and resources.
- Undertake risk assessments when required.
- Review and monitor.
- Annually report to the Governing Body on the success and development of this policy.

Role of the Nominated Governor

The Nominated Governor will:

- Work closely with the Headteacher and the Co-ordinator.
- Ensure this policy and other linked policies are up to date.
- Ensure that everyone connected with the school is aware of this policy □ Report to the Governing Body every term.
- Annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

All school personnel must:

- Be aware of first aid arrangements.
- Be suitably trained in identifying pupils with expected medical problems.
- Report any concerns they have on the medical welfare of any pupil to the Headteacher and/or the School Office.
- Undertake training in first aid, administration of medicines and awareness of medical problems in pupils.
- Report and record all accidents and first aid treatment administered.
- Implement the school's equalities policy and schemes.

- Report and deal with all incidents of discrimination.
- Attend appropriate training sessions on equality.
- Report any concerns they have on any aspect of the school community.

Role of Parents/Carers

Parents/carers will:

- Be aware of and comply with this policy.
- Inform the school of their child's medical history that may be a cause for concern.
- Complete the necessary paper work before the school administers any medication to a child.
- Be encouraged to work in school as volunteers.
- Be asked to take part in periodic surveys conducted by the school.
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Role of Pupils

Pupils:

- Must report all accidents.
- Listen carefully to all instructions given by the teacher.
- Ask for further help if they do not understand.
- Treat others, their work and equipment with respect.
- Support the school Code of Conduct and guidance necessary to ensure the smooth running of the school.
- Liaise with the school council.
- Take part in questionnaires and surveys.

Role of the School Council

The School Council will be involved in:

- Determining this policy with the Governing Body.
- Discussing improvements to this policy during the school year.
- Organising surveys to gauge the thoughts of all pupils.
- Reviewing the effectiveness of this policy with the Governing Body.

Recording Accidents and Injuries

All accidents and injuries will be:

- Recorded in the Accident Book with all details given.
- Reported to parents/carers in person, by letter or telephone.

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).

Raising Awareness of this Policy

We will raise awareness of this policy via:

The School Handbook/Prospectus.

- The school website.
- The Staff Handbook.
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops.
- School events.
- Meetings with school personnel.
- Communications with home such as fortnightly newsletters and end of half term newsletters.
- Reports such as annual report to parents and Headteacher reports to the Governing Body.
- Information displays in the main school entrance and other areas of the school.

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guidelines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Co-ordinator, the Headteacher and the nominated governor.