



# St. Thomas' CE Primary School

## First Aid Policy

Written by Paul Sanchez & Emily Evans  
September

2024

Approved by Governors      7th October

2024

Review Date      September  
2025

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## **Statement of Intent**

The governing body of St Thomas' CE Primary School acknowledges and accepts its responsibilities under the Health and Safety (First Aid) Regulations 1981, to provide equipment and facilities as are adequate and appropriate for enabling first-aid to be rendered to employees, pupils and visitors in the school.

Our First Aid Policy will be successfully implemented through the delivery of the following aims and objectives:

- Undertaking a First Aid Needs Assessment to determine the requirements for the provision of first-aid within the school premises.
- Ensuring that there are suitable facilities and equipment to administer first-aid, where necessary.
- Ensuring that there is a sufficient number of staff trained in first-aid on duty at all times.
- Ensuring that the requirements of this policy are clear and appropriately circulated, including the location of first-aid equipment, facilities and personnel.

The appointed people, responsible for first-aid, are: Headteacher and Emily Evans.

## **1. Legal framework**

1.1. This Policy will have consideration for, and be in compliance with, the following legislation and regulations:

- Health and Safety at Work Act 1974.
- Health and Safety (First Aid) Regulations 1981.
- The Management of Health and Safety at Work Regulations 1992.
- The Education (School Premises) Regulations 1999.
- Health and Safety (The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)) Regulations 2013.

1.2. This Policy will also have regard to the following statutory and non-statutory guidance:

- First Aid for Schools (August, 2000).
- Advice on Standards for School Premises (May, 2013).
- Incident reporting in schools (accidents, diseases and dangerous occurrences) (October, 2013).

## **2. Risk assessment**

2.1 The Headteacher will ensure that an annual risk assessment of first-aid needs is undertaken, appropriate to the circumstances of the school.

2.2 Where a minimum number of trained first-aiders is set, this will be monitored to ensure that the needs identified in the risk assessment are met.

### **3. Facilities**

- 3.2. First-aid will be administered in an area that meets the requirements of the DfE guidance. Specifically, to:
- Be large enough to hold the necessary equipment.
  - Have washable surfaces and adequate heating, ventilation and lighting.
  - Be kept clean and tidy at all times.
  - Be positioned as near as possible to a point of access for transport to hospital.
  - Display a notice clearly identifying the designated area for first aid administration (Medical Room).
  - Display a notice advising of the names and locations of first-aiders.
  - Have a sink with hot and cold water, if possible.
  - Have drinking water and disposable cups.
  - Have soap and paper towels.
  - Have a suitable container with disposable waste bags.
- 3.3. The school's designated medical area is in the medical room.
- 3.4. The school's automated external defibrillator (AED) is located in the main entrance (next to the office store). Individuals who have not received any training can use an AED in the event of an emergency. AED checked and signed weekly by a member of staff.

### **4. Contents of fixed and portable first-aid containers**

There is no mandatory list for first aid containers, however it is recommended by the HSE that where there is no identified special risk a **minimum** provision should include (equivalent and additional items are acceptable):

- a leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;

- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves

There will be extra stock kept in school and additional items available. This list will be assessed and the contents of all fixed and portable first aid containers updated accordingly in line with the annual first aid risk assessment conducted by the headteacher.

- First aid containers are identified by a white cross on a green background.
- No medicinal substances or materials are permitted within the first aid container.
- Four travel first aid kits are available in the medical room for use on external visits. (One kit per Key Stage) To be used alongside a Travel Accident Book to record any first aid incidents.
- First Aid stock is to be checked and replenished weekly by Designated person and travel first aid kits checked and replenished after each visit.

## 5. Selection of first-aiders

5.1 When selecting first-aiders, the Headteacher should consider an individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first- aider must be able to leave immediately in an emergency.

5.2. Unless first-aid cover is part of a staff member's contract of employment, people who agree to become first-aiders should do so on a voluntary basis.

## 6. Training

- 6.2. The Headteacher and the School Business Manager are responsible for organising first-aid training.
- 6.3. The school keeps a record of who is trained in first-aid and the date that their certificates expire.
- 6.4. First-aiders will be re-trained within 3 months prior to the end of the third year, when their first-aid certificates expire (DfE Covid

- extensions to training expiry dates & supplementary online SJS Paediatric first aid training completed by the majority of staff).
- 6.5. All staff should ensure that they have read the school's First Aid Policy alongside the School's Medical Conditions Policy and sign the training record to say they have done this.

## **7. Roles and responsibilities**

- 7.1 The main duties of the appointed person are to:
- Take charge of first-aid arrangements.
  - Phone an ambulance in the event of an emergency, where necessary. In the absence of the Headteacher and Designated Person this role will fall to the most Senior Member of staff present.
  - Maintaining the area assigned for first aid to be administered.
  - Ensuring the replenishment of stock or expired first aid supplies.
  - Date checking stock termly and rotating/disposing of as appropriate.
  - Although not essential, it is best practice that the Designated Person has received First Aid Training, preferably Paediatric First Aid in line with the appropriate sector recommendations.
- 7.2. The main duties of first-aiders are to:
- Give immediate, appropriate help to casualties with injuries or illnesses.
  - Ensure that an ambulance or other professional medical help is called, where appropriate.
  - Ensure that their training is up to date and in line with the appropriate sector recommendations. It is recommended that first aiders are trained in Paediatric first aid.
  - Inform the designated person of any out of stock/expired first aid supplies.
  - Inform the designated person of any incidents requiring first aid/equipment used whilst on external visits.

## **8. Reporting incidents and record keeping**

### **Reporting**

- 8.1. The Headteacher will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by RIDDOR. Other reportable injuries will be reported within 10 days.

## **Record keeping**

- 8.2. The Headteacher will ensure that records are kept of any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.
- 8.3. Reportable injuries include:
  - Fractures, other than to fingers, thumbs and toes.
  - Amputations.
  - Any injury likely to lead to permanent loss of sight or reduction in sight.
  - Any crush injury to the head or torso causing damage to the brain or internal organs.
  - Serious burns (including scalding), which cover more than 10 percent of the body or cause significant damage to the eyes, respiratory system or other vital organs.
  - Any scalping requiring hospital treatment.
  - Any loss of consciousness caused by head injury or asphyxia.
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- 8.4. Reportable occupational diseases include:
  - Carpal tunnel syndrome.
  - Severe cramp of the hand or forearm.
  - Occupational dermatitis e.g. from work involving strong acids or alkali, including domestic bleach.
  - Hand-arm vibration syndrome.
  - Occupational asthma e.g. from wood dust or soldering.
  - Tendonitis or tenosynovitis of the hand or forearm.
  - Any occupational cancer.
  - Any disease attributed to an occupational exposure to a biological agent.
- 8.5. Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR, as a reportable injury has to have resulted from a work-related incident.
- 8.6. Dangerous occurrences include:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment.

- The accidental release of a biological agent likely to cause severe human illness.
  - The accidental release or escape of any substance that may cause a serious injury or damage to health.
  - An electrical short circuit or overload causing a fire or explosion.
- 8.7. Injuries to pupils and visitors who are involved in an accident at school, or an activity organised by the school are only reportable if the accident results in:
- The death of a person which arose out of or in connection with a work-related activity.
  - An injury that arose out of or in connection with a work-related activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).
- 8.8. Records will also be kept of all occupational injuries where a staff member is away from work or incapacitated for more than three consecutive days, although this doesn't need to be reported.
- 8.9. The school does not have to report injuries where the pupil remains at school, is taken home or is simply absent from school for a number of days.
- 8.10. First-aiders will ensure that they comply with the reporting procedures of the school after administering treatment, including recording:
- The date, time and place of the incident.
  - The name (and class) of the injured or ill person.
  - Details of the injury/illness and what first aid was given.
  - What happened to the person immediately afterwards? (e.g. went home, resumed normal duties, went back to class, went to hospital).
  - Name and signature of the first aider or person dealing with the incident.
- See appendices for Examples of Incident/Accident Reporting.
- 8.11. Records will be maintained and stored securely in line with LA guidance for no less than 25 years after the incident.
- 8.12. The accident reporting book is kept in the medical room.

## **9. Circulation**

9.1 The Headteacher will inform all staff, including those with reading and language difficulties, of the first-aid arrangements. This should include:

- The location of the first-aid equipment, facilities and personnel.
- The procedures for monitoring and reviewing the school's first-aid needs.

9.2 Copies of this policy will be made available in the Medical Conditions and First Aid Policy Folder stored in the Main office, on staff shared documents and in the staffroom.

## **Appendix A**

### **First Aid Checklist - Medical Room**

- a leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
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## **Appendix B**

### **First Aid Checklist - Travel Kits**

- a leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
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- one pair of disposable gloves

## Appendix C

## **First Aid Policy Acknowledgement**

St. Thomas' CE Primary School

## First Aid Policy

I acknowledge it is my responsibility to read and make myself aware of the First Aid policy and my responsibilities in relation to the policy. A copy of the policy can be found in the Medical Conditions Policy Folder stored in the main office, staff shared documents and in the staff room.

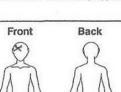
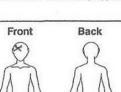
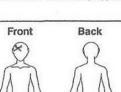
## Appendix D

## **Example of Incident/Accident Report Book Form - Blank Copy**

1 /	Time : :	Pupil's Name	Class / Form	Location of incident		
Details of treatment and additional comments						F2508 completed <input type="checkbox"/>
Name of parent/carer contacted (if applicable)						Time : :
 <input type="checkbox"/> <b>Front</b> <input type="checkbox"/> <b>Back</b>						Should your child suffer any

## Appendix E

## **Example of Incident/Accident Report Book Form - 'Good Example'**

<p>WRITE FULL EXPLANATION OF HOW THEY HAVE HURT THEMSELVES</p> <p>WRITE IF THERE IS A VISABLE MARK OR NOT</p> <p>EXPLANATION OF TREATMENT</p>	<p>WRITE CHILD'S FULL NAME</p>	<p>INCLUDE WHERE ABOUTS</p>																																																																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date: 01/10/12</td> <td>Time: 14:30</td> <td>Pupil's Name: JOE BLOGGS</td> <td>Class / Form: Yr 2</td> <td>Location of incident: PLAYGROUND - ALL WEATHER</td> </tr> <tr> <td colspan="5">Details of treatment and additional comments: TRIPPED AND BANGED FRONT OF HEAD ON BLUE FENCE, RED MARK, NO VISIBLE LUMP. COLD COMPRESS APPLIED. BUMP LETTER + STICKER GIVEN. TEACHER F2508 completed <input type="checkbox"/></td> </tr> <tr> <td style="width: 10%; text-align: center; vertical-align: bottom;">/</td> </tr> <tr> <td colspan="4" style="text-align: center;">Name of parent/carer contacted (if applicable)</td> <td style="text-align: center;">INFORMED</td> </tr> <tr> <td colspan="4"></td> <td style="text-align: center;">Time: :</td> </tr> <tr> <td style="text-align: center; vertical-align: bottom;">Bumping</td> <td style="text-align: center; vertical-align: bottom;">Nausea</td> <td style="text-align: center; vertical-align: bottom;">Headache / High Temperature</td> <td style="text-align: center; vertical-align: bottom;">Nosebleed</td> <td style="text-align: center; vertical-align: bottom;">High Temperature</td> </tr> <tr> <td style="text-align: center; vertical-align: bottom;">Vomiting</td> <td style="text-align: center; vertical-align: bottom;">Nausea</td> <td style="text-align: center; vertical-align: bottom;">Head injury</td> <td style="text-align: center; vertical-align: bottom;">Nosebleed</td> <td style="text-align: center; vertical-align: bottom;">Headache / High Temperature</td> </tr> <tr> <td style="text-align: center; vertical-align: bottom;">Cut / Graze</td> <td style="text-align: center; vertical-align: bottom;">Nausea</td> <td style="text-align: center; vertical-align: bottom;">Graze</td> <td style="text-align: center; vertical-align: bottom;">Head injury</td> <td style="text-align: center; vertical-align: bottom;">Cut / Graze</td> </tr> <tr> <td style="text-align: center; vertical-align: bottom;">Asthma</td> <td style="text-align: center; vertical-align: bottom;">Nausea</td> <td style="text-align: center; vertical-align: bottom;">Asthma</td> <td style="text-align: center; vertical-align: bottom;">Nosebleed</td> <td style="text-align: center; vertical-align: bottom;">Headache / High Temperature</td> </tr> <tr> <td style="text-align: center; vertical-align: bottom;">Other</td> <td style="text-align: center; vertical-align: bottom;">Nausea</td> <td style="text-align: center; vertical-align: bottom;">Other</td> <td style="text-align: center; vertical-align: bottom;">Nosebleed</td> <td style="text-align: center; vertical-align: bottom;">Headache / High Temperature</td> </tr> <tr> <td colspan="5" style="text-align: center; vertical-align: bottom;">Parent Contacted</td> </tr> <tr> <td colspan="5" style="text-align: center; vertical-align: bottom;">Unable to contact parent.</td> </tr> <tr> <td colspan="5" style="text-align: center; vertical-align: bottom;">The child was well enough following First Aid to return to school.</td> </tr> <tr> <td colspan="5" style="text-align: center; vertical-align: bottom;">The child was collected from school.</td> </tr> <tr> <td colspan="5" style="text-align: center; vertical-align: bottom;">The child is to be picked up by their parent.</td> </tr> <tr> <td colspan="5" style="text-align: center; vertical-align: bottom;">Your child should consult a doctor.</td> </tr> <tr> <td colspan="5" style="text-align: center; vertical-align: bottom;">Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home, please consult your doctor or local hospital.</td> </tr> <tr> <td colspan="5" style="text-align: center; vertical-align: bottom;">Front</td> </tr> <tr> <td colspan="5" style="text-align: center; vertical-align: bottom;">Back</td> </tr> <tr> <td colspan="5" style="text-align: center; vertical-align: bottom;">  </td> </tr> <tr> <td colspan="5" style="text-align: center; vertical-align: bottom;">Mark the area of the body which had the injury</td> </tr> <tr> <td colspan="5" style="text-align: center; vertical-align: bottom;">Authorised Signature: </td> </tr> <tr> <td colspan="5" style="text-align: center; vertical-align: bottom;">REPORT SLIP NO. 1601</td> </tr> </table>			Date: 01/10/12	Time: 14:30	Pupil's Name: JOE BLOGGS	Class / Form: Yr 2	Location of incident: PLAYGROUND - ALL WEATHER	Details of treatment and additional comments: TRIPPED AND BANGED FRONT OF HEAD ON BLUE FENCE, RED MARK, NO VISIBLE LUMP. 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