



## Policy and Procedure for First Aid

Name of the school: **Spaldwick Primary School**

Person Responsible: Headteacher, Governors

Review Date: January 2025

Distribution to: All staff, Governors

Reviewed January 2023 – Trained personnel updated

Reviewed January 2021 – Trained personnel updated

Reviewed February 2019 - Formatting and trained personnel updated

The Governors and Headteacher at Spaldwick Community Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

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 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

### **Statement of First Aid organisation**

The school's arrangements for carrying out the policy include nine key principles.

- A duty is placed on the Governing body to approve, implement and review the policy.
- To place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- To provide equipment and materials to carry out first aid treatment.
- To make arrangements to provide training to employees, maintain a record of that training and review annually.
- To establish a procedure for managing accidents in school which require First Aid treatment.
- To provide information to employees on the arrangements for First Aid.
- To undertake a risk assessment of the first aid requirements of the school.

### **Arrangements for First Aid**

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'. The location of First Aid Kits in school is:

- The reprographics room

The contents of the kits will be checked on a regular basis by Mrs Alex Harrison or Miss Sarah Purser.

Medication for named individuals such as inhalers and epipens should be kept within the classroom in named wallets with the child's name and individual care plan.

Prescription medication such as antibiotics or painkillers should be kept in the staff room in the locked medicine cabinet or fridge as necessary.

Appointed persons for First Aid are Mrs Louise Worrell, Mrs Hannah Holmes, Mrs Jenny Green, Mrs Alex Harrison and Mrs Sarah Purser. These staff are holders of the QA Level 3 Award in First Aid at Work with Paediatrics (QCF)

Whole staff training on First Aid (one day course) will be undertaken every three years and all teaching and support staff will be invited to attend when necessary. The next whole school staff First Aid Training should be organised for September 2026.

### **Off-site activities**

At least one first aid kit will be taken on all off site activities, along with individual pupils' medication such as inhalers, epipens etc.

A person who has been trained in first aid will accompany all off site visits.

### **Information on First Aid arrangements**

The Headteacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents
- The arrangements for First Aid
- Those employees with qualifications in first Aid
- The location of First Aid kits.

In addition the Headteacher will ensure that signs are displayed throughout the school providing the following information:

- names of employees with first aid qualifications
- Location of first aid boxes
- All members of staff will be made aware of the school's first aid policy

### **Accident Reporting**

The Governing body will implement the LA's procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression

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 three 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 pupils 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 pupil is reportable under RIDDOR the advice of the authority will be sought.

Where a pupil has an accident it will be reported to the LA.

All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

### **Pupil accidents involving their 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 emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents or guardians and the child will be wearing a 'head bump' sticker
- Head bump forms are kept in the First Aid box in the Reprographics room

### **Transport to hospital or home**

- The Headteacher will determine what is the reasonable and sensible action to take in each case
- Where the injury is an emergency, an ambulance will be called following which the parent will be called
- Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over responsibility for the child

If the parents cannot be contacted then the Headteacher may decide to transport the pupil to hospital. Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used
- No individual member of staff should be alone with a pupil in a vehicle
- The second member of staff will be present to provide supervision for the injured pupil

### **Personnel**

Appointed persons for Paediatric First Aid: Louise Worrell, Hannah Holmes, Jenny Green, Alex Harrison, Sarah Purser

**Emergency First Aiders:**

Amy Blake  
Miranda Graham  
Clare Hindmarsh  
Gill Green  
Alice Hinchliffe  
Louise Holt  
Rosy Foulds  
Tina Button  
Amanda Webb  
Felicity Thomas

*September 2023*