

St Francis of Assisi Church of England Primary School

First Aid Policy

September 2021 (to be reviewed September 2022)

Purpose and Aims

This policy has been created in accordance with Stockton Borough Council's First Aid in the Workplace - Practical Guidance Including Schools & Early Years Foundation Stage. Copies of this can be obtained from the school.

First aid can save lives and prevent minor injuries becoming major ones. First aid at work covers the arrangements that need to be made to ensure this happens that is the initial management of any injury or illness suffered at work. It does not include giving tablets or medicines to treat illness. For information regarding medical conditions and medication, please see the school's Supporting Pupils with Medical Conditions Policy.

The aim of first aid is to reduce the effects of injury or illness suffered. First-aid provision must be 'adequate and appropriate in the circumstances'. This means that sufficient first-aid personnel and facilities should be available, to give immediate assistance to casualties with both common injuries and illness and those likely to arise from specific hazards at work or to summon an ambulance or other professional help.

As part of St Francis of Assisi Church of England Primary School's aims and vision, we:

- create a safe and secure Christian environment where all may achieve their full potential and feel a sense of pride in their own achievements and the achievements of others.
- foster the confidence for pupils to be determined and persevere in a safe and secure environment.

The Governors and headteacher at St Francis of Assisi Church of England Primary School accept their responsibility under the Health and Safety (First Aid) Regulations 1981, the Health and Safety at Work etc. Act 1974 (HSWA), and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the Local Authority's procedures for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The Local Authority, as the employer, ensures that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that the correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

The governing body are required to develop policies to cover their own school. This should be based on a suitable and sufficient risk assessment carried out by a competent person. The governing body has general responsibility for all the schools policies, even when it's not the employer.

The headteacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. The headteacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

The regulations do not oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees. The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools, which provide a service for others should include them in their risk assessments and provide for them. **In the light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to pupils and visitors, and make allowances for them when drawing up policies and deciding on the numbers of first-aid personnel.**

From September 2014, under the terms of the reformed Statutory Framework for the Early Years Foundation Stage, there is a requirement which must be met for all schools and early years' providers in Ofsted registered settings attended by young children – that is children from birth to the end of the academic year in which a child has their fifth birthday stating that:

"At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings.

Child minders, and any assistant who might be in sole charge of the children for any period of time, must hold a current paediatric first aid certificate. Paediatric first aid training must be relevant for workers caring for young children and where relevant babies.

Providers should take into account the number of children, staff and layout of the premises to ensure that a paediatric first aider is able to respond to emergencies quickly.” Para. 3.25

This policy is reviewed annually, or in the light of significant changes, to ensure that provision is adequate.

1. First Aid Organisation

1.1 St Francis of Assisi Church of England Primary School’s arrangements for carrying out the policy include nine key principles. They are to:

- Place a duty on the Governing body to approve, implement and review the policy.
- Place individual responsibilities and duties on all employees.
- Report, record and where appropriate investigate all accidents.
- Record **all** occasions when first is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangement for First Aid.
- Undertake a risk assessment for the first aid requirements of the school.

2. First Aid Kits

2.1 The school provides materials, equipment and facilities as set out in DfE ‘Guidance on First Aid for schools’ 2014.

2.2 The location of First Aid kits in school are:

- Back of Hall
- Bottom of Stairs (new building)
- Nursery

2.3 The contents of the kits are checked on a regular basis by the appointed person for first Aid.

3. The Appointed Person

3.1 An appointed person is someone who:

- Takes charge when someone is injured or becomes ill.
- Looks after the first-aid equipment eg re-stocking the first aid containers.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.

3.2 Appointed persons are **not** first aiders. They should **not** give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval. They normally last four hours and cover the following topics:

- What to do in an emergency;
- Cardiopulmonary resuscitation;
- First aid for the unconscious casualty;
- First aid for the wounded and bleeding.

3.3 The appointed person for First Aid is C Evans.

4. First Aiders

4.1 First Aiders must complete a training course approved by the Health and Safety Executive (HSE)

4.2 At school, the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.

4.3 Emergency first aid trained members of staff are:

C Evans – Appointed person

A Camsell – Paediatric First Aid

H Carrington – Paediatric First Aid

J Rowntree - Paediatric First Aid

R Naylor - Paediatric First Aid

4.4 Training is refreshed every three years. This period has been extended for those staff who have not been able to attend training due to school closure and staffing issues.

4.5 Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils at school in the same way as 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.

4.6 All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other bodily fluids and disposing of dressing or equipment. Further guidance is available in the DfE publication *HIV and AIDS: A Guide for the Education Service* (see Annex A). LAs may have produced guidance on this issue, which county and controlled schools should follow.

5 Off-Site Activities

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

5.2 Risk assessments for all off-site activities include information about first aid procedures. Each assessment will identify risk that is specific to pupils who have specific health needs and plan to respond to these accordingly with appropriate contingencies.

5.3 It is not always necessary for the first aid trained person to accompany off-site visits. The only exception is in the case of EYFS aged children, where there MUST be a current paediatric qualified person in attendance at all times, whether on or off site.

5.4 Risk assessments will take account of the risks posed by each visit, and this will form the basis of whether or not a 1st aid trained person is require to attend.

6. Out of School Hours Arrangements

6.1 Where activities are organised by school but held on the school's site out of hours, for example parent consultation evenings, there are staff with relevant training on site.

6.2 Lettings are require to make their own arrangements for First Aid. This is part of the Letting Agreement.

7. Information on First Aid

7.1 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 qualification in First Aid.
- The location of First Aid kits.

7.2 In addition, the headteacher will ensure that signs are displayed throughout the school that provide the following information:

- Names of employees with first aid qualifications
- Location of first aid boxes

7.3 All members of staff will be made aware of the school's first aid policy. The policy will be on the school's network system in the 'staff shared' area.

7.4 Staff are informed of any updates to information at meeting, as new pupils join the school or as pupils needs change.

8. Accident Reporting

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

- All deaths to workers and non-workers, with the exception of suicides, if they arise from a work-related accident, including any acts of physical violence to a worker.

8.2 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.
- Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.
- Specific injuries are:
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:
 - Covers more than 10% of the body
 - Causes significant damage to the eyes, respiratory system or other vital organs.Any scalping requiring hospital treatment.
Any loss of consciousness caused by head injuries or asphyxia.
Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness
 - Requires resuscitation or admittance to hospital for more than 24 hours.

8.3 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
- They result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. **There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.**

8.4 School must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

8.5 For each instance where the head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

9 Pupil Head Injuries and Accidents Involving the Head

9.1 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.

9.2 Where emergency treatment is not required but the head injury requires checking by a medical professional, parents will be contacted so that this can be arranged.

9.3 Where the first aider deems the head injury to be minor, parents will be informed by letter so that they are aware of the accident and how it was treated.

10 Transport to Hospital or Home

10.1 The head teacher will determine what is a reasonable and sensible action to take in each case.

- Where the injury is an emergency, an ambulance will be called for, following which the parent will be called.
- Where hospital treatment is required, but not an emergency, then the parents will be contacted and asked to seek medical advice.
- If the parent cannot be contacted, then the headteacher may decide to transport the pupil to hospital, or make arrangements for this to happen.

10.2 Where the headteacher makes arrangements for transporting the child then the following points will be observed.

- Only staff cars insured to cover 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.