



St Alban & St Stephen Catholic Primary School & Nursery

FIRST AID POLICY Including Administering Medicines

‘Learning and growing with God by our side’

Approved by:

Full Governing Body

Date: November 2024

Next review due by:

November 2025

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Sandra Grisley.

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (Accident books in areas or IRIS)
- Keeping their contact details up to date

A full list of trained First Aiders is available in each school office and staffroom.

3.2 The local authority and governing board

Hertfordshire Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.3 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.4 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (Accident books in each area) for all incidents they attend to where a first aider/appointed person is not called and providing the child with a copy to take home. Accident report books are kept in each Key stage area: EYFS (Shared staffroom), KS1 (Year 2 shared area medical cupboard) and KS2 (medical room). These are signed by a member of SLT weekly
- Informing the Headteacher or Office Manager of any specific health conditions or first aid needs
- If the child has had an accident resulting in any bump, bruise or any injury to the head or face the office staff must be asked by the member of staff dealing with the incident to contact the parent/s by telephone to inform them as soon as possible.

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- Most First Aid should be administered immediately and on the spot in the classroom or on the playground using First Aid box / First Aid bumbags. Children should not be sent to the Office or staffroom unless absolutely necessary. Accident forms do not need to be completed for minor injuries such as scrapes or small grazes where no First Aid beyond a wipe or small plaster has been necessary. If more than basic First Aid has been administered eg an ice pack for a bump, then the person who administers the First Aid will fill in the accident form, which must go home with the child that day. NB Ice-packs are not to be used on broken skin, or on injuries which did not occur that day. When the adult did not see the accident, they will ask the child or, if necessary, any other adult who witnessed the accident for the details.
- If the child has had an accident resulting in any bump, bruise or any visible injury to the head or face including any swelling, however minor, the office staff must be asked by the member of staff dealing with the incident to contact the parent/s to inform them even if the child seems well enough to stay in school after First Aid has been administered.
- If an injury is assessed by the adult present as being more serious than a graze, scrape, small cut, minor bump or bruise, a first aider will be called. The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the first aider will contact parents immediately.
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- Staff members should always check with a member of SLT before asking the Office to call a parent to pick their child up. The exception is if a child has vomited or has had diarrhoea in school. In this case, the Office should call the parent immediately to pick their child up and should inform them that their child should not return to school for 48 hours after the most recent incident of vomiting or diarrhoea in line with NHS guidelines.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Group Leader for the trip prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider with a current paediatric first aid certificate on EYFS school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

The following First Aid items are kept in our medical cupboards/rooms:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

Staff playground first aid kits consist of

- Disposable gloves
- Wipes
- Plasters
- Sterile Eye wash
- Bandages
- Resuscitation Shield
- Triangular bandage
- Foil Blanket
- First Aid Guide

First aid kits are stored in:

- The year group cupboards
- The school kitchens
- Year group staff are issued with a portable bumbag containing a first aid kit

Defibrillators are installed on both school sites:

- Lower Site: reception area inside the building
- Upper Site: outside the main Office on an external wall. This defibrillator is registered on the national register for Defibrillators – The Circuit.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury

- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident books in each area.
- A copy of the accident report form will also be added to the pupil's educational record by the first aider /relevant member of staff
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

6.2 Reporting to the HSE

The School will keep a record on CPOMS (internal reporting system) of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which 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)
 - 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The relevant staff member will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day using the first aid incident form. In addition, if the child has had an accident resulting in any bump, bruise or any injury to the head or face the office staff must be asked by the member of staff dealing with the incident to contact the parent/s by telephone to inform them as soon as possible.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify the local authority child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to. There will always be at least one member of staff who has received first aid training on duty at break and lunchtimes and at least one member of staff who has received first aid training working in each phase area during lessons.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Managing Medicines

8.1 Administering Medicines

All medication will be administered to pupils in accordance with the DfE document

[Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate school policy.

No member of staff will administer any medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances. Parents are asked to complete a google form giving full details and consent.

Sandra Grisley and the office staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by the office staff.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

All non-emergency medication kept in school is securely stored and refrigerated where necessary i.e antibiotics are kept in clearly labelled container in the fridge door in the staffrooms with access strictly controlled, tablets are securely stored in a secure cupboard in the school office. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the staff cupboards out of reach of children and clearly labelled.

The school have chosen to hold an emergency salbutamol inhaler on each site for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g. broken / empty.

The school have chosen to hold an emergency Adrenaline Auto Injector, on each site (AAI) e.g. EpiPen for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.

In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent emergency services (999) would be contacted, and advice sought as to whether administration of the emergency AAI is appropriate.

8.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will only be with the consent of both parents and school, and it will be reflected in their IHPs. A member of school staff familiar with the medicine and dosage will supervise and the child when accessing their medication and check the correct dosage.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy

Policy on supporting pupils with medical conditions