



St. Martin's Church of England (Aided) Primary School

First Aid Policy 2023 – 2025

First Aid Policy

Policy Statement

The Governors and Head teacher of St Martin's CE VA 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 (RIDDOR) regulations 1995.

The provision of First Aid within the school will be in accordance with the Local Authority's (LA) guidance on First Aid in school. The person responsible for the First Aid arrangements in the School is the administrator. They will book training, check first aid kit provision and monitor expiry dates on medication.

As a Church School, we would always approach first aid in a compassionate manner, sharing concern, empathy, kindness and consideration. We will always promote our School vision to 'Serve one another in love'

Statement of First Aid organisation.

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

- Places a duty on the Governing body to approve, implement and review the Policy;
- Place individual duties on all employees;
- To report, record and where appropriate investigate all accidents, delegated to headteacher;
- Record all occasions when first aid 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 arrangements for First Aid;
- Undertake a risk assessment of the first aid requirements of the school.

Arrangements for First Aid

Materials, equipment and facilities

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

The locations of First Aid Kits will be clearly marked.

The contents of the kits will be checked on a regular basis by the school administrator.

Training

The majority of staff will be trained to Emergency First Aider level (1 day course). Paediatric first aid training will be undertaken by at least 3 staff every 3 years. 2 staff will hold the 3 day First Aid at Work qualification.

Educational Visits

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

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

Information on First Aid arrangements.

The Head teacher 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 head teacher will ensure that signs are displayed throughout the school which provide the following information:

- 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 Local Authority's procedures for reporting:

- all accidents to employees; and
- 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. The Governors would be informed via Governor's meetings.

Where a pupil has an accident it will be reported to the LA via an Accident Report Form (ARF) 1 form, now via the new B-Safe website.

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.
- Head bump forms to be kept in the accident book and completed when a head bump incident occurs

Transport to hospital or home

- The head teacher will determine in each case reasonable and sensible action to take
- 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 Head teacher may decide to transport the pupil to hospital

Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured with business insurance 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.
- Appropriate safety equipment will be in place in the car, e.g. booster seat.

Policy updated: January 2023

To be reviewed: January 2025.