



# St Nicholas

## C of E Primary School

Part of the



*Inspiring Educational Excellence for Everyone*  
**ARDEN** *forest*  
C of E Multi Academy Trust

# First Aid Policy



## 1. Aims

1.1 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

2.1 This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety 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
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

## 3. Arrangement for First Aid

3.1 Materials, equipment and facilities

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

3.1.2 The Appointed Person: will regularly check that materials and equipment are available. They will ensure that new materials are ordered when supplies are running low.

3.1.3 First Aid equipment is kept in the medical room, a first aid box is also kept in

the main school office. Each year group's midday supervisor have 'bump bags' with basic first aid equipment in them. It is the appointed person's responsibility to ensure that these are regularly checked and that the medical room fully stocked.

- 3.1.4 Each class has a medical box pertinent to the medical needs of the children of that class. It is the responsibility of the class teacher to check the contents of this box and take this box with them when the class are not in the classroom (e.g. Forest school or school trip). Class teachers should alert parents/careers when medicines are about to go out of date.
- 3.1.4 Responsibility to regularly check First Aid equipment in the medical room, office and bump bags lies with all staff working in these areas. If First Aid equipment needs replenishing the Appointed Person should be immediately notified and extra supplies should be requested.
- 3.1.5 In case of a major accident or a head injury a qualified First Aider should be asked to assist in giving First Aid.

## **3.2 Cuts**

- 3.2.1 All open cuts should be covered after they have been treated with a cleansing wipe.
- 3.2.2 Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the accident file.
- 3.2.3 Severe cuts should be recorded in the accident book and a major accident form should be completed and a copy given to the parents/carers.
- 3.2.4 ANYONE TREATING AN OPEN CUT MUST USE RUBBER GLOVES.

## **3.3 Head injuries**

- 3.3.1 Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack.
- 3.3.2 In more serious cases, parents and carers should be informed by telephone.
- 3.3.3 The adults in the child's class room should be informed and keep a close eye on the child.
- 3.3.4 All bumped head accidents should be recorded in the accident book. Children with a bumped had should be given a head injury letter.

### **3.4 First Aid and Medicine files**

- 3.4.1 These files (e.g. permission forms) are kept in the main office. The contents of these files are collected at the end of the academic year, by the appointed person, and kept together for a period of 3 years as required bylaw in the medical room.
- 3.4.2 For Major accidents/ incidents a further form must be completed within 24 hours of the accident/ incident. (Any accident that results in the individual being taken to hospital is considered a Major accident/ incident.). These forms are obtainable from the office. Any RIDDOR reports completed (in line with guidelines) should be kept with this form.

### **3.5 Calling the Emergency services**

- 3.5.1 In case of a major accident, it is the decision of a fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.
- 3.5.2 The Head of School or Assistant Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey.
- 3.5.3 If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.
- 3.5.4 If told to do so by the emergency services, staff may need to transport the child to receive medical care. At least two staff must accompany the child in these situations and parents informed. Where contact with parents cannot be established the school will act under the direction of the emergency services.

### **3.6 Chicken pox and other diseases, rashes**

- 3.6.1 If a child is suspected of having chicken pox etc, the child's arms or legs should be checked. Chest and back will only be looked at if there are further concerns. Two adults including a first aider should be present. The child should always be asked if it is ok to look first.

## **4. Training**

- 4.1 All school staff are able to undertake first aid training if they would like to.
- 4.2 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.
- 4.3 Staff are encouraged to renew their first aid training when it is no longer valid.

- 4.4 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.

## **5. First aid equipment**

A typical first aid kit in our school will include the following:

- 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.

## **6. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions