



Our Lady of Mount Carmel
Catholic Primary School

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A Catholic Voluntary Academy

First Aid Policy

"A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another." – John 13:34-35

Signed off by: P. Martin (Headteacher) C. Stephenson (Chair of Governors)

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Our Mission Statement

Our Lady of Mount Carmel Roman Catholic Primary School is a community centred in Christ. Teaching is permeated by the Gospel values and the traditions of our Catholic faith.

We seek to promote a happy, stimulating and caring environment in which each person is valued as an individual with unique talents. The curriculum and activities of the school are carefully framed so that each pupil may fulfil his or her potential and know success. Each will grow in awareness of his or her role within the family, the school and society and be sustained by a deepening relationship with God.

Centred in Christ

We are...

HAPPY - We make new and happy memories together.

CARING - We are caring, kind and amazing just like Jesus.

VALUED - Each of us is an important part of the jigsaw, which makes up our school family.

UNIQUE - We are all special and respect each other's differences.

SUCCESSFUL - We never give up on our journey to success.

For with God nothing is impossible. Luke 1:37

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 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
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

3. Roles and responsibilities

As we are a school with Early Years Foundation Stage provision, there is at least 1 person who has a current paediatric first aid (PFA) certificate.

Employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person(s)' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person(s) does not need to be a trained first aider. However, it is good practice to ensure that appointed persons have emergency first aid training.

3.1 Appointed person(s) and first aiders The school's appointed person(s) are: Philippa Martin & Michelle Nadolny

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensure appropriate training is undertaken on a rotational basis so that there are always qualified staff, some with recent training and some nearing renewal
- 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
- The school's first aiders are trained and qualified to carry out the role (see section 6) 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 (With approval of the Head Teacher or Most senior member of staff on site)

- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

3.2 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 Head Teacher and staff members.

3.3 The Head Teacher

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

- Ensuring that an appropriate number of appointed persons and 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 5)

3.4 Staff School staff

- School staff are responsible for:
- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

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
- The first aider, if called, 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
- In the event that the first aider recommend additional non-emergency first aid, then a parent will be contacted and the child will be handed over to their care within a reasonable time period. If the parent cannot be contacted within 20min then the Head Teacher will arrange for the child to be taken to the hospital.
- If the emergency services are called, the school office will contact parents immediately
- The emergency services should be given clear instructions on where or whom they should report. Ambulances should be guided into school by standing in a prominent place, raising an arm to catch attention and pointing the other arm to indicate where the ambulance should go
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- For serious incidents that results in a visit to the hospital (emergency and non-emergency, the appointed person will collate all witness statements containing full details, including times and people spoken to)
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.2 Off-site procedures

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

- A 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 visit leader prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on school trips and visits.

5. First Aid Equipment

A typical first aid kit in our school follows the HSE guidelines.

No medication is kept in first aid kits. Any items should be discarded safely after the expiry date has passed.

First aid kits are stored in:

- Main Office
- Foyer Area
- Key Stage 1 Area
- Classrooms

6. Record Keeping and reporting

7.1 First aid and accident record book

An accident form will be completed by the first aider/relevant staff member 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;

- Name of injured person
- Class
- Date and time of incident
- Location of the incident
- Incident details
- Action taken
- Follow-up action required
- Name of person attending the incident

For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the admin team

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

7.2 Reporting to the Local Authority

Serious accident/ incidents, violence, dangerous occurrences, occupational disease or near misses occurring during school hours must be reported to the Local Authority Corporate Safety Section within 24hrs via an ACCRAS Form (AIR1 – kept in the school office). Corporate Safety will issue an ACCRAS number if this is deemed necessary. Forms should be completed by the person witnessing the accident, then investigated and countersigned by the designated person.

7.3 Reporting to the HSE

The school office will keep a record 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 school office 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 – except where indicated below.

Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

- 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) which:
 - ♣ Covers more than 10% of the whole body's total surface area; or

- ♣ Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
 - a. Any loss of consciousness caused by head injury or asphyxia
 - b. 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).
- In this case the Head Teacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure.

These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

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:

- a. The collapse or failure of load-bearing parts of lifts and lifting equipment
- b. The accidental release of a biological agent likely to cause severe human illness
- c. The accidental release or escape of any substance that may cause a serious injury or damage to health
- d. 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 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 at <http://www.hse.gov.uk/riddor/report.htm>

7.4 Notifying parents

Parents will be notified if the injury warrants further investigation by a medical professional and will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

The First Aiders use their best endeavours based on the information available to make decisions. Often, children may have sustained an injury that does not present itself immediately. Parents will also be contacted if the First Aider, or Head Teacher believes the injury, although not life threatening, or may not require further medical attention may cause distress to the parent when collecting their child (examples being grazes to the face, or a child becoming overly distressed), or a bump to the head.

If the decision is for the child to receive further medical attention and the parent does not agree that it is necessary, they must sign to say they have received the advice from the school.

If the parent makes the decision to take the child to hospital themselves rather than waiting for an emergency vehicle, the parent is to sign the first aid form to state that it is their decision to do so.

7.5 Reporting to Ofsted and child protection agencies

In some instances, following discussion with the Local Authority, the school may decide to notify Ofsted or child protection agencies of any serious accident, illness or injury to, or death of, a pupil while in the school's care. The Head Teacher will notify Ofsted as soon as is reasonably practicable, and no later than 14 days after the incident.

7.6 School Records

The school will record and serious reportable injury, disease or dangerous occurrence with as much detail as possible.

This must include:

- The date and method of reporting;
- Time and place of the event including, times of calls, arrivals and departures
- Personal details of those involved
- A description of the nature of the event or disease

- A description of action taken
- Date and time of when official reports were submitted

7. How to deal with Illness

If a child becomes ill in school (other than minor illnesses such as diarrhoea or sickness for example) , the first-aider must be notified and if they deem it necessary for the child to be returned to their parent or hospital via an ambulance, then the Head Teacher should be informed and in their absence, inform the most senior member of staff.

8. Training

All first aiders must have completed a training course approved by the Health & Safety Executive (HSE) 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.

Following any first aid training, those attending feedback to all staff via email, bringing to their attention any relevant updates. The current policy and Risk Assessment is checked to ensure it accurately reflects any changes.

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

9. How to dispose of waste

Where an accident occurs involving any bodily fluids normal first aid procedures should be followed, which includes the use of disposable gloves. Spillages should be cleared up as quickly as possible, including those in classrooms and in the playground, by the member of staff on duty at the time. Spillages on carpets or other soft furnishings should also be reported to the cleaner in charge/ site manager who will follow Local Authority procedures for appropriate cleaning of the area.

10. Quick Overview

- First Aider Responds
- Parents Contacted
- Accident book filled in with all relevant information
- Gloves MUST be worn for all bodily fluids
- If a child/ adult is taken to hospital an ACCRAS and RIDDOR form is to be completed.
- Follow up of incident including changes to risk assessments or policies if needed.