

# St. James CE Primary School



## First Aid Policy

Flourish  
Respect Courage  
Friendship Develop  
StrongGrowth  
Community StJames' Strive  
God Trust Kindness  
Freedom Unique Perseverance  
DeepRoots Positivity  
WholeChild  
Responsibility

## Statement of Vision and Values

In consultation with pupils, parents, governors, community members and staff our vision and values were generated based on our inspiration from the Parable of the Sower and how this links to our children and their journey with us.

### Our School Vision:

Within our community we strive to develop deep **roots**, strong **growth** and freedom to **flourish** as a unique and whole child of God.

**Matthew 13 - The Parable of the Sower – ‘... but the seed falling on good soil refers to someone who hears the word and understands it. ....produces a crop, yielding a hundred, sixty or thirty times what was sown.’**



## Values

We decided at St James CE Primary School that **Kindness and Respect** are values which we feel underpin our vision and are incorporated in all we do and say – so therefore these two values will be taught alongside all the other six values we have chosen.

| <b>½ termly focus</b> | <b>Value</b>   |
|-----------------------|----------------|
| Autumn 1              | Responsibility |
| Autumn 2              | Friendship     |
| Spring 1              | Perseverance   |
| Spring 2              | Trust          |
| Summer 1              | Courage        |
| Summer 2              | Positivity     |

St James' CE Primary School is committed to the safeguarding of our pupils and staff.

## **First Aid Policy**

### **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](#) and guidance/ advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and any supporting 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. Role and Responsibilities**

#### **3.1 Appointed person(s) and first aiders**

The school's appointed person is Ella Tona, our Admin and Welfare Officer. She is 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 (see the template in appendix 2)

Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

#### **3.2 The local authority and governing body**

Enfield 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 body.

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The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.3 The Head of school**

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

Ensuring that an appropriate number of trained First Aiders 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

Participating in yearly basic first aid training

Ensuring they know who the first aiders in school are

Completing accident reports (see appendix 2) for all incidents they attend to where a first aider 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

If emergency services are called, the school will contact parents immediately

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

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:

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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 Class Teacher prior to any educational visit that necessitates taking pupils off school premises.

## **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.

First aid kits are stored in:

The medical room

The school office

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in a serious injury

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2

A copy of the accident report form will also be added to the pupil's record by the Welfare Officer.

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 Welfare Officer 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 Head of School / Welfare Officer 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:

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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 scalding 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

### **6.3 Notifying parents**

The Welfare Officer 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.

### **6.4 Reporting to Ofsted and child protection agencies**

The Head of School 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.

## **7. Training**

All school staff are able to undertake basic first aid training.

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 (see appendix 3).

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

In Reception, 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. Monitoring arrangements**

This policy will be reviewed by the Head of School every 2 years.

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At every review, the policy will be approved by the Governing Body.

## 9. Links with other policies

This first aid policy is linked to the

Health and safety policy

Risk assessments (incl First Aid Risk Assessment)

Intimate Care & Hygiene Policy

**Reviewed November 2024**

**Review date: November 2026**

### Appendix 1: list of trained first aiders

| STAFF MEMBER'S NAME                      | ROLE                                 | CONTACT DETAILS |
|--|--------------------------------------|-----------------|
| Ella Tona (Paediatric First Aid)         | Admin, Attendance & Welfare Officer  | 0208 8041987    |
| Donna Sprosson (Paediatric First Aid)    | LSA / Lunchtime First Aid Supervisor | 0208 8041987    |
| Claire Hutchinson (Paediatric First Aid) | Early Years Teacher                  | 0208 8041987    |
| Isabella Bates (Paediatric First Aid)    | Early Years LSA                      | 0208 8041987    |
| Sevgi Senses (Paediatric First Aid)      | KS2 LSA                              | 0208 8041987    |
| Abidi Khan (Paediatric First Aid)        | KS1 LSA                              | 0208 8041987    |

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**Appendix 2: accident report form**

|  |  |                      |  |
|--|--|----------------------|--|
| NAME OF INJURED PERSON   |  | ROLE/CLASS           |  |
| DATE AND TIME OF INCIDENT  |  | LOCATION OF INCIDENT |  |
| <b>INCIDENT DETAILS</b>  |  |                      |  |
| Describe in detail what happened, how it happened and what injuries the person incurred  |  |                      |  |
| <b>ACTION TAKEN</b>  |  |                      |  |
| Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards. |  |                      |  |
| <b>FOLLOW-UP ACTION REQUIRED</b>   |  |                      |  |
| Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again           |  |                      |  |
| NAME OF PERSON ATTENDING THE INCIDENT  |  |                      |  |
| SIGNATURE  |  | DATE                 |  |

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### Appendix 3: first aid training log

| NAME/TYPE OF TRAINING | STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS) | DATE ATTENDED                | DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE) |
|-----------------------|---|------------------------------|--|
| Paediatric First Aid  | Ella Tona   | March 2023                   | March 2026   |
| Paediatric First Aid  | Donna Sprosson  | March 2023                   | March 2026   |
| Paediatric First Aid  | Claire Hutchinson                                       | Booked to Update Autumn 2024 | TBC  |
| Paediatric First Aid  | Isabella Bates  | Booked to Update Autumn 2024 | TBC  |
| Paediatric First Aid  | Sevgi Senses  | March 2024                   | March 2027   |
| Paediatric First Aid  | Abidi Khan  | September 2022               | September 2025                                     |