



## First Aid Policy

Date of Policy	Review Date	Policy Written by:	Date Shared with Staff	Date Shared with Local School Board
May 2023	No later than one year following publication of the policy	Miss Katie James (Assistant Headteacher)	May 2023	June 2023

## **First Aid Policy Rationale**

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

## **Purpose**

This policy:

- Gives clear structures and guidelines to all staff regarding all areas of first aid;
- Clearly defines the responsibilities of all staff;
- Enables staff to see where their responsibilities end;
- Ensures good first aid cover is available in the school and on visits.

## **First aid in school**

As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.

At Spalding St Paul's School, we ensure that there is at least one emergency first-aid trained and one paediatric first-aid trained member of staff in school at all times. This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits. For Foundation Stage visits, we ensure that a paediatric first aider accompanies the group. During activities outside of the school day (after school clubs), there is a designated first-aider onsite at all times.

## **Training**

The school keeps a register of who is first-aid trained and when their training is valid till. The Headteacher is responsible for organising first-aid training.

## **Roles and Responsibilities**

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required;
- To give immediate help to casualties with common injuries and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.

## **First Aid Facilities**

There is a designated medical room in school. The appointed persons ensure that the school has designated first aid points with the resources needed to deal with incidents.

## **Accident and Injury Reporting**

[Appendix A](#) (below) shows the way in which accidents are recorded. If a child is injured and is given first aid treatment this is recorded on our school CPOMS system and a member of the office staff is alerted. They will then inform parents, via parent mail, the type of injury and what first aid has been administered. Wherever possible, staff will also try and speak to the parent/carer concerned at the end of the day. Where a child has a serious injury or injury to the head, the staff member should inform the Headteacher or a member of the Senior Leadership Team who will decide whether parents should be contacted immediately. All serious injuries should be reported to the Headteacher or Senior Leadership Team, and should be recorded in line with HSE advice.

### **Calling the emergency services**

In the case of major accidents, it is the decision of the Headteacher/Senior Leadership Team if the emergency services are to be called. If a member of staff is asked to call the emergency services, they must:

1. State what has happened;
2. The child's name;
3. The age of the child;
4. Whether the casualty is breathing and/or unconscious;
5. The location of the school.

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents should be contacted immediately and give 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 clearly located in the school office.

## Appendix A

### How we record accidents and injuries



At Spalding St Paul's School, we take the recording of accidents and incidents extremely seriously. However, we also recognise that children will often bump into one another or fall over but have no significant injuries or marking. As such, we have a protocol for dealing with accidents and injuries each of which are categorised below:

#### Head Injury

- If a child states they have hurt their head or a member of staff sees a child bang their head, then the child should be examined, a First Aider consulted & appropriate treatment provided. ONLY if the injury is deemed serious by a First Aider/ Senior Leader, will then parents be contacted.
- School advice to parents should always be that the parent decides any next steps.
- The head injury is recorded on CPOMS by the staff member dealing with the injury.
- The parents will be informed by a school text message sent by the administrator.

#### An injury in Which There is Immediate Concern for a Pupil's Well Being

- Some injuries at school may cause first aiders to have immediate concerns about a pupil's wellbeing. Examples would include possible broken bones, instant swelling or a pupil being sick. In such cases, parents/carers will be contacted immediately and advised that advice from a doctor should be taken.
- Should contact with parents not be possible, a Senior Leader, may deem it necessary to transport the child to the nearest hospital (Johnson's Hospital) / Minor Injuries Unit. Two members of staff will always transport a child to ensure ongoing care and first aid.
- Should the First Aider and Senior Leader have reason to believe an ambulance is necessary then it will be called immediately. Parents/carers will then be informed of the situation.
- An injury form on CPOMS will be completed for any injuries in this category and a Senior Member of staff on site will report to the Health and Safety Executive (using RIDDOR) should the injury meet the guidelines.

#### Injuries That Produce Marks, Signs or Symptoms

- If a pupil has a mark, sign or symptom associated with an accident then he/she must be referred to a first aider.
- The injury should be recorded on CPOMS by the staff member dealing with the injury.
- The parents will be informed by a school text message sent by the administrator.
- Generally speaking, parents will only be informed where a plaster has been applied or grazes are more significant than is common.

#### Other Injuries

If a child states they have had an accident or an injury but there is no physical mark, sign or symptom then the accident should be recorded on CPOMS and a slip given to the teacher in order to monitor the situation for any delayed reactions.