



St Thomas of Canterbury

Catholic Primary School

Where every child is special



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First Aid Policy

To be reviewed in October 2024



OUR MISSION STATEMENT

God's love is at the heart of our Catholic School family.

We show this in our respect, kindness and love for others and by treating other people as we wish to be treated ourselves.

We will encourage everyone to be the best that we can be.

OUR SCHOOL AIMS

To guide our children to grow in the love of God and build relationships that will enable them to make a positive contribution to the school and society.

To develop an exciting, challenging and creative curriculum that produces confident and successful learners who are the best that they can be.

To develop high quality learning that enables every child to flourish, to discover their talents and be lifelong learners.

To establish a teaching and learning environment that encourages everyone to enjoy, to achieve, to be inclusive, to be healthy, and to stay safe.

To nurture a strong partnership between home and school.

To have respect and understanding for our school, our community and our world, helping our children to become responsible citizens and good role models.

OUR SHARED VISION

Every child at St Thomas of Canterbury is special and will achieve their full potential academically, socially, spiritually and emotionally through the provision of a loving community and rich and varied learning opportunities and the highest quality teaching and learning.

Every staff member at St Thomas of Canterbury will feel valued and enabled to provide the opportunities that we want for our children and to do so as part of a loving community which has the highest expectations of and for all.

Every Governor at St Thomas of Canterbury will feel valued and enabled to act as a critical friend to the School and to be accountable for the School's strategy. They will play a visible role supporting all children, their parents and staff at School and in the wider community, to provide the best environment possible for learning and spiritual growth.

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OUR GOLDEN RULE

We treat others as we would like to be treated

Aims and objectives

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

1. 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](#), 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

2. Roles and responsibilities

All staff are responsible for the safety and wellbeing of our children and colleagues.

All staff receive regular training in First Aid.

Individual staff in Early Years, Extended school and the School Medical Officers (based in the school Office) receive paediatric First Aid training. At least one of these members of staff is on site throughout the extended school day.

2.1 Appointed person(s) and first aiders

The school's appointed Medical Officers are responsible for:





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- 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 the medical Reporting Log 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 Medical Officers and trained First aiders (at the date of this policy) are listed in appendix 1. All staff have some level of emergency first aid training.

2.2 The Local Governing Committee (LGC)

The LGC has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

2.3 The Headteacher

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

- Ensuring that an appropriate number of 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 6)

2.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing the medical reporting log (see appendix 2) for any 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.



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3. First aid procedures

3.1 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 Medical Officer, if appropriate, who will provide the required first aid treatment
- The Medical Officer, 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 Medical Officer will also decide whether the injured person should be moved or placed in a recovery position
- If the Medical Officer 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 Medical Officer will recommend next steps to the parents
- If emergency services are called, the Medical Officer will arrange for parents to be contacted immediately
- The Medical Officer will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

3.2 Off-site procedures

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

- A mobile phone (leaving the contact number(s) with the office staff)
- A portable first aid kit
- Information about the specific medical needs of pupils

Risk assessments will be completed by the Visit Leader prior to any educational visit that necessitates taking pupils off school premises and the school visits procedures will be followed. The Office will be manned throughout the duration of a trip to provide parent contacts in the event of an emergency and a named staff member will be the emergency contact (normally the EVCo, Headteacher or Deputy Headteacher).

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits involving the Early Years' classes, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on all school trips and visits.

4. 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 kitchens

5. Record-keeping and reporting

5.1 First aid and accident record book

- An accident form will be completed by the Medical Officer 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 all of the information included in the Medical reporting Log at appendix 2
- 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.

5.2 Reporting to the HSE

The Medical 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 Medical 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:

- 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 scalping 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





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- 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

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

5.3 Notifying parents

The Medical Officer will inform parents of any first aid treatment given, on the same day, or as soon as reasonably practicable, if:

- There is a head injury, or
- The injury is serious and requires either the parent to collect their child from school and/or reporting requirements arise under 5.2 above.
- Parents will also be notified before any medication is given in accordance with our Administration of medicines Policy.

5.4 Reporting to Ofsted and child protection agencies

The Medical Officer 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.

The Medical Officer will also notify Surrey Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

6. Training

All school staff are able to undertake first aid training if they would like to.

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 format in appendix 3).

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

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.



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7. Monitoring arrangements

This policy will be reviewed by the Headteacher with the Medical Officer every three years but will be monitored at least annually for effectiveness.

8. Links with other policies

This policy of St Thomas of Canterbury School upholds the school's ethos and Mission Statement. It must be read in conjunction with and implemented in accordance to the school's policies for

- Child Protection and Safeguarding Policy
- Health and Safety policy
- Policy on supporting pupils with medical conditions

