

# St Kenelm's C of E Primary School



## First Aid Policy

October 2024

Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating.

## Our Vision, Values and Ethos

### Our Vision

# Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating.

(The Parable of the Lost Sheep, Matthew 18. 10-14)

*Our vision is to celebrate and support all individuals on their life journey within a Christian ethos. We aim to provide a nurturing environment inspiring all to achieve their full potential and flourish through personal discovery within a caring, trusting community.*

### Our Values

*Respect, Honesty, Friendship, Compassion, Thankfulness & Wisdom.*

Values are fundamental expressions of what we think and believe. As a school we encourage children to think about personal and social values and to develop their capacity to be active and effective citizens.

### Our Ethos

St Kenelm's School demonstrates the major Christian values in the ways children are cared for and in the care and respect the children are expected to show towards all other people, the world beyond the school and their immediate surroundings. As a school, we celebrate the diversity of the wider community and are committed to the principles of inclusion and equal opportunity.

Being kind, helpful and tolerant to each other in line with New Testament teaching underpins the school's ethos.

Following Jesus, our Good Shepherd, our hope is that children will grow into good shepherds themselves; treating each other with love, kindness, care and respect, as they would want to be treated themselves.

# FIRST AID POLICY

## Introduction

All staff at St. Kenelm's CE School have a duty of care to the children in our school. The Governing Body has a responsibility for ensuring that the First Aid Policy at our school is effective. The Headteacher is responsible for putting the Governing Body's policy into practice. Staff are expected to do their best at all times to secure the welfare of the children in their charge.

It is our policy to ensure that appropriate and sufficient first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid supplies.

## Legal Information

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. The regulations require the school to carry out a risk assessment to ensure there are adequate first aid facilities and trained personnel to meet the needs of the school. We are also required to review this assessment annually to ensure provision is adequate.

## The governing body

The governing body 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.

## The headteacher

The headteacher 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 an adequate space is available for dealing with the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

## Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident/incident/illness slips as required
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aiders have the following duties and responsibilities:

- Complete appropriate training approved by the Health and Safety Executive (HSE) every three years (or as appropriate)
- Give immediate help to casualties with common injuries/illnesses arising from specific hazards at school
- Respond promptly to all requests for assistance
- Summon further help if necessary (ambulance or other professional medical assistance)
- Look after the casualty until recovery has taken place or until further medical assistance arrives
- Report details of any treatment provided
- Nominated personnel ensure that first aid boxes are checked monthly and re-stocked where necessary

## First Aid Provision

- Well-stocked first aid boxes can be located in Charterville, Little Minster and staff room
- A first aid box is available for trips
- Most staff members have completed Emergency Aid in Schools training and all Reception and Extended Schools staff have completed Paediatric First Aid training

## Procedures

The following are general first aid related procedures to be followed by all staff:

- Anyone, who has been taken ill or has been injured, should be brought to the school office, if it is safe to move them. Otherwise, call another member of staff for assistance.
- A qualified first aider will initially assess the patient and apply basic first aid. In more serious cases, a second opinion should be sought from a member of the Senior Leadership Team.
- All injuries should be recorded on an accident form and filed in the folder in the staff room.
- Any injury to the head will always result in a 'bumped head' letter being sent home to parents, as well as a verbal explanation to parents at the end of the school day or by phone call if they are not picking up.
- Parents will always be contacted in the first instance if a further medical assessment is needed. If parents cannot be contacted, the school has permission, via consent forms, to seek the assistance of medical professionals.
- Any injury/illness requiring hospital treatment will be recorded on the OCC Health and Safety Accident Reporting site.

If there is even the slightest concern that the injury may be serious, parents should be contacted immediately.

For serious incidents or medical emergencies, an ambulance must be called immediately. The decision to call an ambulance will usually be made by the Headteacher. However, in a genuine emergency, the first aider will phone directly and the Headteacher will be informed once this has been done.

## Break & Lunchtime

There will always be a minimum of one qualified first aider on the playground at morning break and lunchtime. It may be appropriate to send children in during these times to seek further first aid. Any incident happening during these times will be shared with the child's teacher in order that they are aware of any first aid administered and so that they can then monitor the child for the rest of the day.

## Children with Medical Needs

All teachers have information on any medical needs of children in their class. They will also hold the Administration of Medicines form signed by the parent for the administration of any regular medication such as inhalers. Care plans for children with specific medical conditions will be stored in the headteacher's office.

## Body spillages including vomit

If a child is sick in the classroom or other shared space, the vomit should be cleaned up as soon as possible and the child sent home. The school follows the OCC 48 hour return policy after sickness or diarrhea, that states a child needs 2 days clear of the illness before returning to school to reduce the chances of the illness spreading. Staff must ALWAYS wear protective gloves when dealing with body spillage of any kind.

## Educational Visits

All educational visits will require the minimum provision as follows:

- At least two qualified first aiders (or more depending on medical needs of pupils)
- A checked and stocked first aid box

All trips will have an individual risk assessment and this will include a check to make sure there is sufficient first aid cover for the number of pupils and adults taking part.

## Specific Medical Conditions:

### Inhalers

Inhalers for pupils are kept safely in their classroom with consent forms signed by parents. Older children are able to use them independently under supervision, whereas younger pupils may need help. Instructions for use are clearly written on the form by the parent and arrangements are reviewed regularly.

### Diabetes

Nominated staff undertake training and annual refresher training. A diabetes bag and sharps box is kept in the class cupboard.

## Medicines in School

School staff are willing to administer certain medicines in school, for example, where a child has been prescribed antibiotics four times a day and the parent is not able to come to school at lunch to administer

the dose. They are also willing to give travel sickness tablets to a child for a return journey from a trip. There may be other medicines such as Calpol, which may be administered for other reasons. Tablets must be in their original packaging and still intact in their blister packs, clearly named and with dosage confirmed.

Staff do not have to administer any medicine, if they feel it can be managed with the appropriate dosage out of school hours.

**No medicine will be administered without the parent completing the Administration of Medicine consent form.** Please see separate Administration of Medicines policy.

## EYFS

At all times, at least one staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation statutory framework and is updated every 3 years.

## Extended Schools

At all times, at least one staff member will have a current paediatric first aid (PFA) certificate.

## Adult/Employee Accidents

All accidents requiring first aid treatment (other than simple grazes or very minor injuries) are to be notified to the School Business Manager and, where applicable, recorded by completing the LA Health & Safety Teams on-line reporting system.

## Record Keeping

### First aid and accident book

- An accident/incident/illness report (appendix 1) will be completed by the relevant member of staff attending the incident on the same day and placed in file in the staff room.
- Records held in the first aid folder will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### Reporting to the HSE

The School Business Manager 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 & 7).

The School Business Manager will report these to the Health & Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident, seeking guidance from Oxfordshire County Council – Health, Safety & Wellbeing team.

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 crash 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 requiring 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

**ST. KENELM'S CE SCHOOL – LIST OF FIRST AIDERS.**

<b>NAME</b>	<b>DATE OF TRAINING</b>	<b>RENEWAL DUE</b>	<b>TRAINING PROVIDER</b>
Catherine Souch	Sept 22	Sept 25	Richmond Gate training
Claire McConville	Sept 22	Sept 25	Richmond Gate training
Leanne Bradshaw	Sept 22	Sept 25	Richmond Gate training
Mary Tudge	Sept 22	Sept 25	Richmond Gate training
Katherine Osborne	Sept 22	Sept 25	Richmond Gate training
Caroline Abell	Sept 22	Sept 25	Richmond Gate training
Theresa Ayris	Sept 22	Sept 25	Richmond Gate training
Claire Edginton	Oct 22	Oct 25	ITC First Aid
Sarah Hiley	Dec 23	Dec 26	St John's
Alison Harvey	Nov 23	Nov 26	St. John's
Mandy Hill	Nov 23	Nov 26	St. John's
Zenah Auld	Sept 22	Sept 25	St. John's
Susi Wilson	Feb 24	Feb 27	St John's
Clare Deverson	June 24	June 27	St John's
Jessica Broome	July 24	July 27	St John's

**Shaded area denotes Paediatric First Aid training**

A handwritten signature in black ink, appearing to read 'G. Smith', is centered at the top of the page.

Signed on behalf of the school:

Signed on behalf of the governors:

**Date:** October 2024

**Date to review:** October 2027

**Annex 1**



# St Kenelm's Primary Accident Report



<b>Name of injured person</b>		<b>Class/Role</b>	
<b>Date &amp; time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b> <i>Describe in detail what happened, how it happened &amp; what injuries the person incurred</i>			
<b>Action taken</b> <i>Describe the steps taken in response to the incident, including and first aid treatment, &amp; what happened to the injured person immediately afterwards.</i>			
<b>Follow up action required</b> <i>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</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>	<b>Date</b>		