



Holy Trinity CE (VA) Primary School

Policy name: **First Aid Policy**

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Governor committee: **Resources**

Approved by: **Resources Committee**

Date Approved: **18.11.2024**

Review date: **November 2026**

RATIONALE

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety (First Aid) Regulations 1981 employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the school and workplace.

At Holy Trinity we want to ensure that all children and adults in our care have access to prompt and effective first aid.

AIMS & OBJECTIVES

This policy details our first aid arrangements and provision and explains our procedures for dealing with injury and illness at Holy Trinity.

THE ROLE OF THE GOVERNING BODY

- Ensure the policy and procedures are kept up to date and relevant.
- Ensure policy reviews take place following any serious incident.

THE ROLE OF THE BUSINESS MANAGER

- Ensure staff have annual refreshers of this policy.
- Ensure all staff have annual basic refresher awareness training.
- Ensure designated First Aiders receive a full day refresher training every 3 years.
- Oversee the record keeping systems for first aid and ensure they are being maintained.

THE ROLE OF STAFF

- All staff must be vigilant with regards to the safety and wellbeing of all members of our school community.
- All staff must act promptly when first aid is required.
- All staff can administer basic first aid.
- Staff must summon a designated First Aider should an incident be serious or if they are unsure.
- Nominated members of staff regularly check our first aid supplies and provision and restock when necessary (see Appendix 1).
- All staff must keep first aid records in line with this policy.
- All staff must pass on first aid information to parents/carers where necessary.

THE ROLE OF PARENTS/CARERS

- Make school aware of any medical issues concerning their children.
- Make school aware of any hazards in the locality which may cause injury or illness.

PROCEDURES

CHOKING

All staff receive annual refresher training on dealing with a choking situation. Children are also taught about choking and how to minimise the risk through our PSHE curriculum.

DEALING WITH INJURY OR ILLNESS

All staff can deal with minor injuries or illness and administer first aid where appropriate including minor scratches, cuts, bumps and bruises. All staff can apply a plaster where appropriate and use alcohol free wipes.

A designated First Aider should be called for in the case of more serious incidents or if the member of staff on the scene does not feel confident in dealing with it. Where possible, serious injury or illness should be assessed by **2** designated First Aiders.

Where a member of staff is solely in charge of a class/group, two children will be sent to the school office, taking with them a red cross (help needed immediately) or a green cross (help as soon as possible). This does not apply to Foundation Stage, due to the age of the children. Sufficient staff will always be present within the unit to deal with any serious incidents.

More serious incidents may include:

- respiratory difficulties
- choking
- cut to head or serious knock
- suspected sprain or break
- burns
- stings

The Headteacher or a member of the Senior Leadership Team in charge of the school should be informed as soon as possible in the case of a serious incident and any action that needs to be taken e.g. calling for an ambulance.

DEFIBRILLATOR

There is a wall mounted external defibrillator in a locked cabinet outside the main school entrance. This can be accessed in an emergency by ringing 999 for an access code. The caretaker is responsible for weekly checks on the device and Sam Allen is responsible for ensuring the pads are in date.

FIRST AID KITS

There is no mandatory list of items for a first-aid kit, however we feel it is appropriate to stock ours with the following:

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads
- six safety pins
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- disposable gloves
- individual wrapped alcohol free antiseptic wipes

- hand gel sanitiser

A first aid cabinet and fridge are located in the school office.

Staff on playground duty at break and lunchtime will take the medical box out, this will contain: first aid kit, first aid book, pen, red and green cross cards. Senior Lunchtimes Supervisors are responsible for checking and replenishing the medical box on a regular basis.

Every class has a red bag, which contains any specific medication for children in the class and a first aid kit. The bag should hang next to the main door to the classroom. If a class is doing PE/Games or is on an educational visit, the bag should accompany them. Red bags should be taken out in the event of an evacuation where possible. Class teachers are responsible for checking and replenishing their first aid kit on a regular basis.

There are also 3 wall mounted first aid boxes – 1 Upper Foundation, 1 Lower Foundation and 1 in Foundation play area. Judith Crowther is responsible for checking and replenishing these kits as required.

Central supplies of first aid are kept in the medical room and office. Sam Allen is responsible for ensuring that this is replenished as required.

HEAD INJURIES

All head injuries are reported to parents. The member of staff assessing the injury will decide whether this needs to be done immediately or at the end of the school day.

LETTINGS

All our contracts for lettings out of school hours stipulate that it is the responsibility of the organisation letting our facilities to provide first aid equipment and care to their members.

MEDICAL DIRECTORY

A central Medical Directory is held on Intergris (MIS) and a display showing images of all children who have serious allergies can be found in the staff room. This information is circulated to all staff at the start of the academic year and as updated.

OFF SITE ACTIVITIES

Before undertaking any off-site activities, the member of staff in charge of the visit will undertake a thorough risk assessment and complete the relevant on-line LA's EVOLVE forms. First aid kits, inhalers, epipens etc are always taken on visits/trips. A designated First Aider must accompany all full day visits and residential.

RECORDING OF INCIDENTS

Serious accidents or dangerous occurrences are recorded in the accident book which is located in the office. This record should be completed by the member of staff who administered first aid treatment and handed to the School Business Manager. The record is kept for future reference if so needed.

Details must include:

- Full name of injured person, date, time and place of the event, signature of member of staff
- Brief description of the injury or nature of the event

We will also inform parents of any injury that causes concern as judged by the First Aider.

Minor incidents occurring at breaks and lunchtimes are to be recorded in the class first aid books, for class teachers to access and follow up on as necessary.

RISK ASSESSMENTS

Specific risk assessments have been conducted on aspects of the school environment. These are shared with staff to minimise the risk of injury and illness.

SPECIFIC ILLNESSES

Training for children with a serious illness or condition eg. Diabetes, will be arranged as required with the parents. See Managing Medication Policy.

SPILLAGE OF BODILY FLUIDS

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE – disposable gloves and where appropriate, apron, mask and goggles). When spillages occur, clean using a product that combines detergent and disinfectant.

TRAINING

All designated First Aiders receive First Aid in the Workplace training every 3 years (see Appendix 1 for details).

All Paediatric First Aiders in Foundation Stage receive relevant training every 3 years (see Appendix 1 for details).

All other members of staff receive refresher awareness training on our policy, procedures and how to administer basic first aid every year.

All staff receive asthma and epipen training annually.

TRANSPORT TO HOSPITAL

Should the incident require a hospital visit, parents/carers should be informed immediately.

A designated First Aider will make a judgment about whether it is necessary to phone 999 immediately or wait until parents have arrived at school.

In exceptional circumstances, staff vehicles may be used to transport a child to hospital. In these circumstances only authorised vehicles and drivers must be used and an additional member of staff will be required to accompany the child.

REVIEW

This policy will be reviewed on an annual basis by the First Aid Team (Appendix 2), taking into account any incidents in the interim.

Policy reviewed by Debbie Smales

Date of approval:

Date of review:

APPENDIX 1

Designated First Aider Training Record

Name	Role	Date of Training	Expiry Date
Adele Horner	Teacher	09.11.2023	08.11.2026
Tracie Lawn	Senior Lunchtime Supervisor	09.10.2023	08.10.2026
Samantha Allen	Office Administrator	19.01.2022	18.01.2025
Justine Vincent	Office Administrator / Breakfast Club Leader	11.12.2023	10.12.2026

Paediatric First Aider Training Record

Name	Role	Date of Training	Expiry Date
Jonathan Wood	Headteacher	27.11.2023	26.11.2026
Judith Crowther	Nursery Nurse	17.01.2024	16.01.2027
Lucie Long	LSA	29.04.2024	28.04.2027

APPENDIX 2 – First Aid Team

Name	Role	Responsibilities
Debbie Smales	School Business Manager	<ul style="list-style-type: none">• Maintain First Aid supplies• Train all staff on basic First Aid• Review policy and procedures and disseminate to all staff
Judith Crowther	Nursery Nurse	