

# **St Ann's R.C. Primary School**

## **First Aid Policy**

Last Reviewed:  
New Review by:

October 2024  
October 2025

### **Our School's Mission Statement**

***'We, the family of St. Ann's, rejoice in our learning; striving for excellence. We challenge ourselves, follow Jesus and empower each other to be the best we can be.  
'Love, Respect, Service.'***

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## **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 statutory responsibilities**

This policy is based on advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, 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

### 3. Roles and responsibilities

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

The school's appointed persons are any of the headteacher, deputy headteachers, all office staff, learning mentor and first aiders. They are responsible for:

- Taking charge when someone is injured or becomes ill
- The class teachers are responsible for ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits, along with checking the dates or any medication. This is to be done every half term
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role 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
- Completing a first aid slip if the injured person is a child and a copy of this is given to the child / parent
- Sending pupils home to recover, where necessary
- Where necessary, filling in a serious accident report on the same day, or as soon as is reasonably practicable, after an incident resulting in an injury which requires further medical treatment including calling the emergency services or the person attending hospital, etc.

Our school's first aiders are displayed around the school.

### 3.2 The local authority and governing board

Trafford Council 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 board.

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

### 3.3 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)

### 3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## 4. First aid procedures

4.1 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 complete a first aid slip if the injured person is a pupil and a copy of this given to the pupil or class teacher

- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- Arrange cover with a Phase Leader immediately in order to continue to deal with the situation.
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted as soon as possible and asked to collect their child. Explain the incident and any injuries sustained by the child and how it has been dealt with.
- If emergency services are called, one of the appointed persons will contact parents/carers immediately
- The first aider will complete a serious accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury which requires further medical treatment including calling the emergency services or the person attending hospital, etc. This is sent by one of the appointed persons to Trafford Council.
- Inform the parent of future action, invite the parent in to school to speak to a member of staff if necessary at a mutually convenient time.

## 4.2 Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents'/carers' contact details if the school office is closed during any part of the trip/visit or on school residential trips

Risk assessments will be completed by the person in charge of the trip prior to any educational visit that necessitates taking pupils off school premises. This is to be done on the Trafford Evolve system.

There will always be at least 1 first aider on school trips and visits.

## 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:

- School office
- Nursery
- Classrooms
- 2 x trip first aid kits in the infant office
- Staff room

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- A serious accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury which requires further medical treatment including calling the emergency services or the person attending hospital, etc. This is sent by one of the appointed persons to Trafford Council Health & Safety team.
- Records held in the first aid and accident book will be retained by the school as per the schools Records Retention Schedule and then securely disposed of.

### 6.2 Reporting to the HSE

The headteacher 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 headteacher or a delegated member of staff will report these to the Health and Safety Executive, in conjunction with Trafford Council Health & Safety team 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 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

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

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

## 7. Training

All school staff are able to undertake basic 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.

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

## 8. Monitoring arrangements

This policy will be reviewed by the headteacher every 3 years.

At every review, the policy will be approved by governing board.

## 9. Links with other policies

This first aid policy is linked to the

- Health and Safety Policy

- Risk Assessments
- Medical Conditions & Medicines Policy

# FIRST AID EMERGENCY PROTOCOL

- In an emergency, when an ambulance is required, the closest member of staff stays with the person (first aid trained or not);
- Another member of staff notifies the office, SLT and a first aider;
- The office or a member of SLT make the emergency call from a school phone giving initial details;
- A member of the office or SLT will then take the phone to the supervising adult, who will give further information on the person;
- A member of staff will meet the ambulance at the entrance;
- Further adults may be required to move other children, staff and visitors and protect the child's dignity;
- Meanwhile a copy of the data collection sheet is made ready for the ambulance. Parents/carers or next of kin are informed;
- The supervising member of staff stays with the person during medical assessment by paramedics;
- If a parent/carer or next of kin is not available to go with the person in an ambulance, a member of staff will accompany the person.

## Contacting Emergency Services

Dial 999, ask for an ambulance and be ready with the following information

1. The telephone number of the school mobile you are calling from.
2. Give your location as follows:

St Ann's R.C. Primary School Derbyshire Lane Stretford Manchester M32 8SH
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0161 865 7705

3. State the postcode M32 8SH
4. Give exact location in the school of the person needing help
5. Give your name
6. Give the name of the person needing help

7. Give a brief description of the person's symptoms (and any known medical conditions from the data collection sheet).
8. Inform ambulance control that the crew will be met at the entrance by a member of staff and taken to the person.
9. Don't hang up until the information has been repeated back to you.
10. Make sure you speak clearly and slowly