

**NORHAM  
ST. CEOLWULF'S  
C OF E SCHOOL**



**First Aid Policy**

## Document monitoring and evaluation

This policy has been officially adopted by the Governing Body.

| Version History   |           |                           |
|-------------------|-----------|---------------------------|
| Version           | Date      | Description               |
| Initially adopted | Sept 2022 | Adopted by Governing Body |
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| Approval & Authorisation |               |                |           |
|--------------------------|---------------|----------------|-----------|
|                          | Name          | Job title      | Date      |
| Approved by              | Gary Hilton   | Head Teacher   | Sept 2023 |
| Approved by              | Dougie Watkin | H & S Governor | Sept 2023 |
| Date of next review      |               |                | Aug 2024  |

# First Aid Policy



## 1 POLICY STATEMENT

The school's arrangements for carrying out the policy include nine key principles.

1. Places a duty on the Governing body to approve, implement and review the policy.
2. Place individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Records all occasions when first aid is administered to employees, pupils and visitors.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to employees, maintain a record of that training and review annually.
7. Establish a procedure for managing accidents in school that require First Aid treatment.
8. Provide information to employees on the arrangements for First Aid.
9. Undertake a risk assessment of the first aid requirements of the school.

## 2 ARRANGEMENTS FOR MANAGING FIRST AID

### 2.1 Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools.

The location of First Aid Kits in school are;

- Kitchen (in a lockable cupboard)
- Staff room. The staff room is a designated first aid room for major and minor incidents.
- Each classroom has first aid resources that are clearly marked

The contents of the first aid kits will be checked on a regular basis by appointed first aiders.

Medication for named individuals should be kept within the classroom in named wallets with the child's name and individual care plan. No medication will be administered unless the appropriate individual care plan and parental consent forms are completed and recorded.

Whole staff training on First Aid will be undertaken every three years and all teaching and support staff will be invited to attend when necessary.

### 2.2 Off-site activities.

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medications such as inhalers, epi-pens etc.

A person who has been trained in first aid will accompany all off site visits.

### **2.3 Information on First Aid arrangements.**

The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits.
- That all members of staff will be made aware of the school's first aid policy.

Those appointed first aiders will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications.
- Location of first aid boxes.

## **3 ACCIDENT REPORTING**

The Governing body will implement the LA's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital.

For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Where a pupil has an accident, it will be reported to the LA.

All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.

### **3.1 Recording and information for parents for accidents involving pupils**

All incidents should be recorded in the accident book located in the school office.

All pupils/parents should receive a 'Pupil accident form' (appendix 1) to show location of injury, how accident occurred, how it was treated and a reminder to observe for changes and manage accordingly.

It is preferable that all 'bump forms' are handed to parent/carer at the end of the day, if the pupil is going home alone then it is the duty of the first aider to inform parent/carer via phone. If no contact can be made then a senior member of staff should be informed immediately.

### **3.2 Pupil accidents involving their head.**

The Governing body recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

The Headteacher or a senior member of staff should always be informed of a head bump, and children being sent back to class should be given a sticker identifying them as having had a head bump.

Where emergency treatment is not required, a 'Head bump' form will be sent home to the child's parents or guardians together with the copy page from the First Aid book. Head bump forms are kept in the accident book in the school office, (see appendix 2)

### **3.3 Transport to hospital or home.**

The head teacher or senior member of staff will determine what is a reasonable and sensible action to take in each case.

Where the injury is an emergency an ambulance will be called following which the parent will be called.

Where hospital treatment is required but it is not an emergency, then the Head teacher or senior member of staff will contact the parents for them to take over responsibility for the child.

If the parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital.

Where the school makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

## **4 FIRST AID PERSONNEL**

Emergency First Aiders:

|               |                |
|---------------|----------------|
| • Miss Murray | • Miss Buglass |
|---------------|----------------|

|                  |                |
|------------------|----------------|
| • Miss Tait      | • Mrs. Fish    |
| • Mrs. Aitchison | • Mrs. Johnson |

## **5 POLICY/GOVERNANCE STATEMENT**

The Governors and Head teacher of Norham St Ceolwulf's C of E First School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

## Appendix 1: Pupil Accident Form

### Norham St Ceolwulf's C of E First School

|  |                   |
|--|-------------------|
| Name of child:   | Class:            |
| Injury details:  |                   |
| Location of accident/incident:   |                   |
| Description of accident/incident:  |                   |
| Treatment given:   |                   |
| <p>Head injury: Any injury to the head is treated in accordance with our school procedures. Your child has been checked and has shown signs of</p> <p style="text-align: center;">Dizziness ____ Drowsiness ____ Nausea/Sickness ____ Headache ____</p> <p style="text-align: center;">Loss of vision ____ Unconsciousness ____ NONE of these ____</p> <p>But please continue to monitor for these at home (see Head bump form for advice from NHS).</p> |                   |
| Date of accident:  | Time of accident: |
| First aider to whom accident was reported to:  |                   |
| Signature of first aider   |                   |
| Date report given to parent/child:   |                   |
| Other information if necessary:  |                   |
| Parents/Carers informed:<br>(please indicate time and who by)  |                   |

**Please check your child's injury and seek professional medical advice if you are at all concerned. (A copy of this report will be kept in school)**

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#### **For parents/carers**

Please cut off this slip and return it to school, to confirm you have received this accident/injury report

Parent/Carer signature: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 2: Head Bump Form

### Norham St Ceolwulf's C of E First School: Head Bump Form

Name of pupil: \_\_\_\_\_ Class: \_\_\_\_\_

NHS Advice for parent/carer:

**Minor head injuries are common in people of all ages and should not result in any permanent damage.**

The symptoms of a minor head injury are usually mild and short lived. Symptoms may include:

- a mild headache
- nausea (feeling sick)
- mild dizziness
- mild blurred vision

If your child experiences these mild symptoms after a knock, bump or blow to the head, you won't usually require any specific treatment. However, you should go to your local accident and emergency (A&E) department for a check-up.

If symptoms significantly worsen or your child develops any new symptoms, you should go to A&E straight away or call 999 and ask for an ambulance.

First Aider signature: \_\_\_\_\_ Date: \_\_\_\_\_