First Aid

Policy

St Luke's Primary School

'Love God. Love your neighbour as yourself: be the Good Samaritan. Luke 10:25-37

Reviewed and edited by Monica Dickman
Date: March 2025
Review Date: January 2026

Title	Model First Aid Policy for Schools		Author/Owner	Sonia Sondhelm	
Document	Policy document	Issue Date	March 2018	Version	2.0

FOREWORD

The Governing Body recognises that making appropriate provisions for first aid of all persons using the school facilities and those participating in off-site activities is fundamental to the wellbeing of the school.

This policy, together with its supporting documentation and arrangements will enable us to meet our legal obligations and contribute positively to our objective of providing first aid to all the users of our school's services.

We require all staff to be familiar with the contents of this policy and also the Managing Medicines Policy.

Statement of Policy

1.1 Scope

This First Aid Policy is specific to St Luke's Primary School and it is supported by regulations and guidance from other relevant organisations, such as the Health and Safety Executive (HSE), Department for Education (DfE), the Local Authority and other agencies.

The policy recognises our legal duties and responsibilities and seeks to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by minimising the impacts of ill health and injuries.

1.2 Aim

To provide first aid support to all employees and service users, to preserve life and minimise the consequences of illness and injury until professional medical support is available and to treat minor injuries which do not need treatment by the professional medical services.

1.3 Objectives

It is the responsibility of the Governing Body via the Head Teacher together with the school's Senior Management Team to ensure that appropriate first aid arrangements are in place

The main objectives of this policy are:

I. to provide a safe environment where staff and pupils know how to respond in case of medical need, where staff are well trained and where facilities and resources for first aid are well maintained.

II. to maintain effective practical arrangements for responding at the point of need, both on and off site.

III. to ensure that first aid is administered in an effective, timely and competent manner.

IV. to ensure high standards of staff first aid training, updated at least every three years. The number of trained first aiders should, as a minimum, meet the requirements of the school's first aid needs assessment and the requirements of regulations and statutory guidance.

V. to maintain accurate records of accidents and other first aid incidents and follow regulations on reporting to the Health and Safety Executive.

VI. to ensure suitable first aid arrangements are in place to support pupils with particular medical conditions;

Responsibilities and Organisation

This policy should be read in conjunction with the Islington Council Safe Working Arrangements for First Aid at Work, First Aid Guidance for Schools and the school Managing Medicines Policy. The guidance provides detailed descriptions of first aid responsibilities and requirements.

2 Responsibilities

2.1 Head Teacher's responsibilities

To ensure that an appropriate First Aid Needs Assessment has been undertaken place and that the appropriate arrangements are in place, including,

- A person in the school is appointed to manage first aid on a day-to-day basis (First Aid Co-ordinator)
- Trained First Aiders and Paediatric First Aiders are available at all appropriate times.
- First aid equipment (kits) and suitable first aid accommodation is available and properly maintained. This includes equipment to be used in off-site visits and school vehicles (where applicable).
- All staff, contractors and volunteers are appropriately briefed and trained about first aid arrangements and know how to summon help in an emergency.
- Appropriate records of all first aid administered are maintained.

2.2 First Aid Co-ordinator's responsibilities

The day to day responsibility for ensuring that first aid arrangements are managed. This person would usually also be a First Aider or Paediatric First Aider:

a. Be the focal point for first aid matters and liaise with the school's health and safety co-ordinator as necessary.

b. Ensure first aid equipment and accommodation is regularly checked and maintained in good order and appropriate locations.

c. Maintain a list of qualified First Aiders and Paediatric First Aiders and arrange with the Health and Safety Co-ordinator for training and re-training as appropriate.

d. Support the head teacher with briefing and training of staff in first aid.

e. Maintain appropriate first aid instruction notices around the school.

f. To ensure all medication is in date and logging, dating and signing the check.

2.3.1 First Aider and Paediatric First Aider responsibilities

First aiders, including paediatric first aiders, should provide support to persons who are unwell or injured, in order to save life and prevent deterioration in health. They should use the methods taught during their training. See the guidance for detailed responsibilities.

In addition, first aiders should take responsibility for any first aid equipment/kits allocated to them and ensure they are checked every half term and properly maintained.

2.3.2 Employees (including temporary staff and volunteers) responsibilities

Ensure they know the school's arrangements and how to summon assistance.

3 Organisation

3.1 First Aid Equipment

First Aid containers / kits to BS 8599-1:2011 (see Safe Working Arrangement – First Aid at Work, Appendix 5) are kept at the following locations.

- *First Aid Room near the school office*
- *Basic First Aid kits are provided in the cabinets in KS1 and KS2 areas.*

3.2 First Aid Accommodation

The First Aid Room is located by the main school office and is equipped as recommended in the HSE's Guidance L74.

3.3 Record Keeping

All first aid events should be recorded by the person who dealt with the incident. This includes both injuries and illness.

i) In the Accident Book (or equivalent record) located in the First Aid Room.

ii) All events involving employees and those involving pupils requiring professional medical attention (ambulance, doctor, hospital etc.) should also be recorded on the Islington Council IRIS system. Information provided may result in the need to inform RIDDOR.

iii) <u>The person who dealt with the injury must complete the accident form</u>

3.4 Pupils with Medical Conditions

First aiders are to be informed if a pupil with a medical condition is likely to need special emergency treatment. They should have access to the relevant health care plans.

3.5 Informing Parents

Whenever a pupil under the age of 16 has an accident or requires first aid treatment, their parents / guardians / carers should be informed. How and when parents are informed will depend on the nature of the injury and the age of the child – any reference in this section to parents includes guardians and carers. Specific details are below:

Parents to be informed immediately by telephone if:

- *they suffer any form of **head injury*.** Parents should be told details of what has happened, what visible injury there is, how the child is feeling or appears to be, the treatment they have received and the option to come and collect them, if they wish.

  The head injury letter (see Appendix 1) must also be given to the parent and a copy kept by the school.

- *Any injury including head bumps the child has sustained may require treatment at **hospital** but is not an emergency*. Parents should be told details of what has happened, what visible injury there is, how the child is feeling or appears to be, the treatment they have received and the option to come and collect them if they wish and take them to a hospital or doctor.

- *an **ambulance** has been called* because the child's injuries maybe serious and require emergency treatment, the parent's should be informed of which hospital they are being taken to and who has accompanied them,

If a child suffers a less serious accident their parents should be informed upon collection at the end of the session/day (where children are collected) or by a letter. The parents should be given a copy of the Injury Report Form to take home, this means that if the child develops any problems later, the parents have information of the accident, injury and treatment to give to a doctor etc.

Appendix 1 *Head* ***bump letter/email for parents (copy to be kept by school)***

Dear Parent/Guardian,

Head Bump

……. had a bump to his/her head today at ……..

In accordance with our First Aid policy, a qualified first aider assessed and monitored him/her and no ill health effects were observed.

As children often bump their heads with no further consequences, the school's policy is to inform you as a parent when a child bumps their head so you can keep an eye on your child once they get home from school. This is because it is possible for a more serious injury to develop without obvious symptoms after several hours.

For your guidance, we have attached the National Health Service guidance of potential symptoms of serious head injury, so that if your child displays any of the symptoms (they may not be apparent), you should seek immediate advice from your GP or local A&E Dept, dependent on the colour coded symptoms listed or if you feel that your child is generally unwell/not their normal self.

Your sincerely

Tom O'Donnell

Head Teacher

INJURY REPORT FORM

ISLINGTON

This form should only be utilised by schools to input accidents where a pupil is the recipient of an accident/incident/unexplained injury. However the cause of injury is not due to a known or possible failure of responsibility by the council.

School: St Luke's Primary School Address: Radnor Street, EC1V 3SJ

A. THE PERSON AFFECTED

Surname				**Forename**	
Date of Birth	___/___/___	**Sex**	**M / F**		

B. DESCRIPTION OF ACCIDENT

Date of incident	___/___/___	**Exact Location** *(Address and where in building / on-site)*	
Time			

Describe details of accident or near miss

C. INJURY AND TREATMENT

What were the injuries sustained? ***(e.g. cut, graze, abrasion, nosebleed, bumps, bruising, strain/sprain, small burn, anima/insect bite)***

Who carried out treatment ***(e.g. first aider, employee, parent, member of public, other)*** **and treatment?**

Where treated? (*e.g. playground, classroom)*)						
Was manager parent / guardian informed (Tick)	**Yes**		**No**		**Date and Time**	

Form completed by: ***(print)*** _____ **Signature:** _____

Job Title: _____

A copy of this form should be retained by the school and a copy given to parents.