

**Stella Maris School**

**First Aid Policy**

**Updated: Sept. 2023**

**Review Date: Sept. 2024**

Stella Maris School is committed to Safeguarding and promoting the welfare and well-being of all members of the school. All school staff and volunteers who work in the school are expected to share this commitment and vision.

This Policy was written in consultation with the Trustees, Headteacher and the staff of Stella Maris School with due regard to our mission statement.

*“At Stella Maris we endeavour to put the children at the centre of everything we do. Our mission is to educate, nurture and instil traditional values and cherish our children. We inspire them to achieve their best in every aspect of their lives.”*

## 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 Trustees 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

## Legislation and guidance

This First Aid Policy is based on the [Statutory Framework for the Early Years Foundation Stage,](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf) advice from the Department for Education on [First Aid in Schools](https://www.gov.uk/government/publications/first-aid-in-schools) and [Health and Safety in Schools,](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools) and the following legislation:

* [The Health and Safety (First Aid) Regulations 1981,](http://www.legislation.gov.uk/uksi/1981/917/regulation/3/made) which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, by qualified first aid personnel
* [The Management of Health and Safety at Work Regulations 1992,](http://www.legislation.gov.uk/uksi/1992/2051/regulation/3/made) 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,](http://www.legislation.gov.uk/uksi/1999/3242/contents/made) 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,](http://www.legislation.gov.uk/uksi/2013/1471/schedule/1/paragraph/1/made) 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,](http://www.legislation.gov.uk/uksi/1979/628) which set out rules on the retention of accident records
* [The Education (Independent School Standards) Regulations 2014,](http://www.legislation.gov.uk/uksi/2014/3283/schedule/made) which require that suitable space is provided to cater for the medical and therapy needs of pupils.

## Roles and Responsibilities

***Stella Maris School recognises the regulation that schools with an Early Years Foundation Stage Department must have at least one person, who has a current paediatric first aid certificate, on the premises at all times.***

There is always sufficient suitably trained first aiders in school to care for pupils and school staff.

## Appointed First Aiders

The following staff are the school’s trained first aiders:

Mrs Lorraine Coen

Mrs Julie Bullas

Mrs Kazimeira Herok

Mrs Debbie Curley

Mrs Sarah Jones

They are responsible for:

* Taking charge when someone is injured or becomes ill
* Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
* Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out this 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
* Sending pupils home to recover, where necessary
* Filling in the designated school accident report on the same day, or as soon as is reasonably practicable, after an incident
* Keeping their contact details up to date

The names of these appointed persons are displayed along with their certificates in the school office.

They are also displayed on the entrance board in the reception area.

## The Board of Trustees

The Board of Trustees 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 first aiders are present in 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 and follow the agreed school First Aid Policy
* 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

## Staff

School staff are responsible for:

* Ensuring they follow first aid procedures and have a sound understanding of the First Aid Policy
* Ensuring they know who the first aiders in school are
* Communicating accident reports and incident notes to parents of children in their class who have been injured or have had an accident in school
* Informing the Headteacher of any specific health conditions or first aid needs

**First Aid Procedures**

## In-School Procedures

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 the scene until help arrives
* The first aider will also decide whether the injured person should be moved or placed in a recovery position
* If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
* If emergency services are called, the Headteacher will contact parents immediately
* The first aider who dealt with the situation will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
* All records of accidents and reports forms will be kept in the school office

## Off-Site Procedures

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

* A school mobile phone
* A portable first aid kit
* Information about the specific medical needs of pupils and appropriate medication/inhalers if required
* Parents’ contact details

Risk assessments will be completed by the lead member of staff who is leading the tripprior to any educational visit that necessitates taking pupils off the school premises.

Risk assessments need to be signed off by the Headteacher at least 48 hours before a local trip leaves and at the point of booking for trips which require transport.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Due to the high ratio of first aiders to children at Stella Maris School all school trips will have a first aider on the trip.

At the point of booking and organising school trips it is important that the lead teacher for the trip ensures that a first aider is available to accompany the trip.

## Children on Medication

If children require medication during the school day we have an agreed procedure for the administration of this medication. Parents are required to give clear guidelines of dosage etc. and sign the appropriate medication form. This is clearly set out in our Medical Needs Policy and in our Intimate Care Policy. For more information on this process please refer to our Medical Needs Policy.

## 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 the following places:

* Reception (at the desk)
* The ASC
* The Pre-Prep Department for the outside area
* The playground for use during lunchtimes

## Record-Keeping and Reporting First Aid and Accident Record Book

* An accident form will be completed by the first aider who deals with the accident, on the same day or as soon as possible after an incident resulting in an injury
* As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form attached to this Policy
* A copy of the accident report form will also be added to the pupil’s educational record by the first aider who deals with the accident
* Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

## 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 will report these to the Health and Safety Executive 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) o Any scalping 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 o 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:

[How to make a RIDDOR report - RIDDOR - HSE](http://www.hse.gov.uk/riddor/report.htm)

## Notifying Parents

The class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

A note of the injury and first aid given will be passed to the class teachers and a note also put in the communication books.

The class teacher will speak personally to the parent or guardian who collects the child at the end of the school day.

## Reporting to Ofsted and Child Protection Agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school’s care.

This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The DSL or Deputy DSL will also notify the Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school’s care.

## Training

All school staff can undertake 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. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Certificates will be displayed in the school office.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## Monitoring Arrangements

This First Aid Policy will be reviewed by the Headteacher on an annual basis.

At every review, the policy will be approved by the Board of Trustees.

## Links with other Policies

This First Aid Policy is linked to the

* Health and Safety Policy
* Risk Assessment Policy
* Policy on Supporting Pupils with Medical Conditions
* Safeguarding and Child Protection Policy

## List of trained First Aiders

|  |  |  |
| --- | --- | --- |
| **Staff member’s name** | **Role** | **Contact details** |
| **Lorraine Coen** | **School Secretary and Admin** | **School Office** |
| **Julie Bullas** | **Admin and Classroom Assistant** | **School Office** |
| **Sarah Jones** | **Pre-Prep Teacher** | **Pre-Prep Classroom** |
| **Kazimiera Herok** | **TA and ASC Coordinator** | **Pre-Prep Classroom/ ASC location** |
| **Debbie Curley** | **Lunchtime Supervisor/ASC**  **Coordinator** | **Playground/ASC location** |