

# Curry Rivel Church of England Primary School



**'Caring, Curious and Confident'**

**'Healthy trees bearing good fruit' - Matthew 7 v 17**

## **FIRST AID POLICY**

**Agreed by Full Governors 1<sup>st</sup> February 2022  
Review January 2024**

This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE.

It is Curry Rivel Church of England Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility.

### **Aims**

- To identify the first aid needs of the school.
- To ensure that the provision is available at all times while people are on school premises and off the premises whilst on school visits.

### **Objectives**

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff of the School's First Aid arrangements.

- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## **Duties and Responsibilities**

The **Governing Body** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, non-teaching staff, pupils and visitors.

**The Health and Safety Co-ordinator** must ensure that training and resources for first aid arrangements are appropriate and in place.

**The Headteacher** is responsible for putting the policy into practice and for developing detailed procedures. They should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff. New staff are to be informed of procedures as part of their induction programme.

**All staff** are expected to do all they can to secure the welfare of the pupils.

**First Aiders** must have completed a training course approved by the HSE.

- First aiders will be contacted to give immediate help to casualties if required during lesson time, break times and lunchtimes. During lesson time, First Aid will be given by First Aiders in the class. If the pupil requires treatment in the First Aid Room, a class First Aider will accompany them.
- During breaktime or lunchtime any pupil complaining of illness or who has been injured will be assessed by duty staff who are first aid trained. If the injury is a minor graze, the duty staff will give treatment in situ, using the first aid kits in the class 'green bag'. If the injury is more severe the duty staff member will ensure that the child is accompanied to the first aid room for treatment. If the child should not be moved, a radio will be used to call for assistance using their walkie talkie.
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers should be contacted as soon as possible so that the pupil can be collected.
- Where appropriate, when parents arrive, staff should ask whether the parents would like us to call an ambulance.

- If the situation is life threatening, or it is visibly evident that immediate emergency attention is needed, any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.

## Reporting

- The Headteacher of the school is classed as the 'responsible person' as they have control of the premises. It is therefore their responsibility to ensure that the accident is reported and to ensure that an appropriate investigation is undertaken to discover the cause and to identify any remedial action required.
- First Aid Record - used to record all first aid which has been given.
- Where an injury is significant or there is a bump to the head, parents/carers will be phoned.
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE. The following accidents must be reported to the HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:
  - accidents resulting in death or major injury (including as a result of physical violence);
  - accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).
- Accident Reporting on EEC website - used to report all work related accidents to staff, pupils, contractors and members of the public. This applies to any injury resulting from any accident which is directly related to any work activity or any premises or equipment defect. For example, if a pupil trips in the playground and suffers a minor graze it is not reportable UNLESS the child tripped due to an uneven or damaged surface or the child was involved in an organised lesson or activity. Injuries which require further medical attention must also be reported on the EEC website. Staff must inform the Head/Deputy Head of such injuries immediately, and key members of staff must liaise with office staff to ensure an accurate report is completed.

## First Aid Resources

First Aid Resources are located in:

- Class Green bags
- The First Aid Room

Travel bags of first aid equipment, are located in the First Aid Room for off site visits and all duty staff have access to the class first aid kit which is stored in the class green bag.

## **Accommodation**

There is a Designated First Aid Room for medical treatment- this has a wash basin and lavatory. It is located next to the staffroom.

## **APPENDIX 1**

**Health and Safety Officer: Ali Pook**

**External Visits Officer: Ali Pook**

### **First Aiders**

#### **Appointed person**

Mrs A Pook with first aid supplies delegated to Mrs L Ainsworth

**Paediatric first aiders:** Please see list held in office, medical room and staffroom.

**First aiders:** Please see list held in office, medical room and staffroom.

**Workplace first aiders:** Please see list held in office, medical room and staffroom.