

First Aid Policy 2024-2027

St Matthias C of E Primary School



This policy is reviewed and updated by **Karen Kazerooni, a long standing First Aider** at St Matthias CE Primary School. It is approved every 3 years by the Governing Body, unless there are statutory changes.

Reviewed March 2024

Ratified: 1st July 2024

Next Review: March 2027 unless there are any updates

In collaboration with



School Vision

ASPIRE, BELIEVE, ACHIEVE

‘Our school family, values us all as unique individuals and children of God.

We **aspire** to be the best version of ourselves; **believing** that through the gifts God has given us, we can make a positive contribution, flourish and **achieve** together to make a difference in our ever-changing world.’

Legislation and Guidance

This policy is based on the **Statutory Framework for the Early Years Foundation Stage**, advice from the **Department for Education on first aid in schools and health and safety in schools**, guidance from the Health and Safety Executive (HSE) on **incident reporting in schools**, 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 Education (Independent School Standards) Regulations 2014**, which require that suitable space is provided to cater for the medical and therapy needs of pupils

First Aid Policy

At St Matthias there are two staff who have qualified as “First Aiders at Work Level 3 VDU” which also meets the statutory requirements for the Early Years Foundation Stage. In addition we have staff who have a “Paediatric Infant and Child First Aid Level 3” qualification. A list of qualified staff is inside the first aid cupboard door in the office in staff toilets and various other positions around school. (See Appendix 1)

As well as a qualification in First Aid those members of staff have a certificate to show that they have been instructed on the appropriate ways in which to administer insect bite relief spray and antiseptic wound spray.

There are also some lunch time staff who have a qualification in First Aid which enables them to treat minor wounds in the playground. First Aid treatments in our school are carried out using:-

- Anti bacterial/steriwipes
- Steripore adherent dressings
- Anti allergenic plasters
- Gauze pads

- Ice cube in a sterile plastic bag
- Cool packs in sterile plastic covers
- Sterile vials of water for eye bathing
- Antiseptic wound sprays such as Savlon Dry/Betadine/Natrasan and Elastoplast Wound spray
- Wasp-eze/Jungle Formula Sting Relief

While carrying out First Aid adults will wear vinyl medical gloves to prevent infection and cross contamination of wounds. (We do not use latex gloves at St Matthias as many people are allergic to it.)

If a non-trained member of staff sees a child injured; especially a head injury they must take the child to a first aider and explain clearly what has happened to the child.

The first aid equipment is located in the in the Reception Office, KS1 Activity Area and Nursery. There are also two first aid bags for trips.

Very minor accidents and injuries to the children will be treated by a member of staff using the equipment listed above; no slip will be issued, but it will be noted in our accident book, located in the main office.

Minor Head bump Parents will be notified by text of any head bump, all head bumps will be seen by the First Aider in the office.

For intermediate accidents and injuries ie serious grazes, cuts; which do not require attendance at hospital, First Aid will be carried out by a qualified First Aider. **In such cases an accident slip will be completed by the first aider who deals with the child and left with the teacher or in the office to be sent home to parents.**

Where a significant injury has been sustained parents will be contacted by telephone and may be asked to collect their child; either to rest at home or sometimes we will recommend that they see a doctor or be taken to A & E. **In such cases an accident slip will be completed by the first aider who deals with the child and given to the parent when they collect the child.**

Where a fracture is suspected appropriate First Aid will be given and parents will be contacted by telephone and asked to take their child to A & E. In instances where parents do not have available transport an ambulance will be called. **In such cases an accident slip will be completed by the first aider who deals with the child and given to the parent when they collect the child.**

In the event of a serious injury, break, fracture, head injury or illness an ambulance will be called immediately, followed by a call to parents to join the child at school and go in the ambulance OR to meet their child at the A & E department. Two members of staff will accompany the child if a parent is not available to go in the ambulance. **In these instances the child's health is the priority.**

These incidents will be logged on online RIDDOR forms to WCC.

All injuries except minor ones are reported to the headteacher.

When a child joins school all parents complete medical form detailing any medical conditions they have had since birth. (Appendix 2)

When a child becomes ill during the day, the parents/carers will be contacted and asked to collect their child. The child will be monitored until collected.

No child should have medication with them in school (and none should be put into pupils drinks containers for consumption later in the school day).

The only exceptions to medicines on the premises are; blue inhalers for asthmatic pupils or glucose tablets for diabetics, epi-pens or Jext pens for anaphylactic allergies which will be kept in a safe but accessible place in the child's class and in the office and where necessary, Ritalin or similar medication.

Pain killers Junior forms of ibuprofen or paracetamol are administered to pupils by staff, only with verbal or written permission of the Parents/Carers.

We do not administer antibiotics or other medicines which are prescribed for 3 times per day. However, should Parents / Carers feel it is necessary they are welcome to pop into school at lunchtime to give medicines to their child.

First Aid given to staff

At times staff may also become injured while at work; this could be accidental by themselves or they could be injured by a child, or through another accident at work.

Staff always completed a 'staff next of kin' form to ensure that we have relevant numbers and contact details for next of kin members.

Very minor accidents and injuries to the adult will be treated by a member of staff using the equipment listed above; the injury will be noted in our accident book, located in the main office.

For intermediate accidents and injuries ie serious grazes, cuts, bruises, which do not require attendance at hospital, First Aid will be carried out by a qualified First Aider. **In such cases the accident will be recorded online using the LA form and a copy kept by the Health and Safety Lead.**

Where a significant injury has been sustained next of kin will be contacted by telephone and may be asked to collect the member of staff; either to rest at home or sometimes we will recommend that they see a doctor or be taken to A & E. **In such cases the accident will be recorded online using the LA form and a copy kept by the Health and Safety Lead.**

Where a fracture is suspected or a serious injury appropriate First Aid will be given and next of kin will be contacted by telephone and asked to take the member of staff to A & E. In instances where staff do not have available transport an ambulance will be called. **In such cases the accident will be recorded online using the Corrity LA form and a copy kept by the Health and Safety Lead.**

Copies of all recorded accidents and injuries are kept in the Health and Safety folder and also sent to Worcestershire County Council.

Off-Site First Aid

When taking pupils off the school premises, the adult in charge of the group will ensure that they have an allocated First Aider named on their risk assessment.

The First Aider will ensure they have the following:

A school mobile phone

A portable first aid kit including, at minimum:

The following are based on the HSE's recommendation for a minimum travelling first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile un-medicated dressing

- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- 1 pair of rustproof blunt-ended scissors

Information about the specific medical needs of pupils
And parents' contact details

When transporting pupils using a minibus the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the adult in charge prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Appendix 1



First Aiders



First Aid equipment can be found in activity area between Yrs 1 & 2 and in the school office.

Name	Where to be found	Retraining Due Date	Type of Course	Assigned
Kaye James	Office Upstairs	06.09.26	Paediatric Infant & Child First Aid Level 3	Emergency N/A
Karen Kazerooni	Office at Main Entrance	01.11.25	First Aid at Work Level 3 (VTQ)	Lunch times
Jodie Pullen	Nursery	13.01.27	Paediatric First Aid	EYFS
Deb Cook	Nursery	14.03.24	St Johns Ambulance Paediatric First Aid	EYFS
Michelle Cale	Nursery	05.03.25	Paediatric First Aid	EYFS
Joanne Chaplin	Nursery	06.09.26	Paediatric Infant & child First Aid Level 3	EYFS
Carl Salmon	Reception Class	27.09.24	Paediatric Infant & Child First Aid Level 3	EYFS
Gina Williams	Class 1	06.09.26	Paediatric Infant & Child First Aid Level 3	Year 1/2
Karen Howden	Class 1 / Speech and Lang	06.09.26	Paediatric infant & Child First Aid Level 3	Year 1/2
Clare Baylis	Class 3/4	02.11.25	First Aid at Work Level 3 (VTQ)	Year 3/4
Janice Blundell	Class 3/4	06.09.26	Paediatric Infant & Child First Aid Level 3	Year 3/4 Whizz
Sarah Staniforth	Class 6	27.09.24	Paediatric Infant & Child First Aid Level 3	Year 6
Hollie Lancett	Lunchtime Supervisor	06.09.26	Paediatric Infant & Child First Aid Level 3	Lunch
Lisa Plant	Lunchtime Supervisor/TA	27.09.24	Paediatric Infant & Child First Aid Level 3	Nursery/Whizz/ Lunch

Appendix 2

PERMISSION FOR EMERGENCY MEDICAL/DENTAL TREATMENT

In an emergency situation, I agree that my child may be given emergency medical/dental treatment if necessary; including the administration of a general anaesthetic and surgical operations, in accordance with the recommendations of a qualified medical practitioner.

This consent is given for the whole of my child's time at this school.

Name of Child

Doctors Surgery Telephone

Dental Surgery Telephone

My child has had these childhood illnesses since birth:-

.....
.....
.....

My child suffers with the following medical conditions now:-

.....
.....

My child regularly takes the following medication at home:-

.....
.....

My child regularly takes the following medication at school:-

.....

Is there anything else you think a hospital would need to know?

.....
.....

I will keep the school informed of any change of doctor, dentist or medical conditions as soon as they occur.

Name of Parent

Signed Parent Date

This information will be locked in school office unless required in a medical emergency.

Accident Slip

 St. Matthias C. of E. Primary School 01684 574984		ACCIDENT / INCIDENT / ILLNESS REPORT SLIP																
Date	Time :	Child's Name:	Class:															
Location in school of incident:		LEA Accident Report No (if applicable):																
Details of treatment and additional comments: <input type="checkbox"/> Cold Compress <input type="checkbox"/> Ice Pack Applied <input type="checkbox"/> Medi Wipe <input type="checkbox"/> Plaster Dressing Bandage <input type="checkbox"/> Cleaned with Cold Water																		
<table border="1"> <tr> <td>Bump / Bruise</td> <td>Vomiting / Nausea</td> <td>Nosebleed</td> <td>Headache / High Temperature</td> <td>Head Injury</td> <td>Cut / Graze</td> <td>Asthma</td> <td>EPI PEN</td> <td>Parent contacted</td> <td>Unable to contact Parent</td> <td>Following First Aid the child was well enough to remain in School</td> <td>The child was collected from School</td> <td>The School is of the opinion that your child should consult a Doctor</td> <td> Front  </td> <td> Back  </td> </tr> </table> <p>Mark the area of the body which had the injury</p>				Bump / Bruise	Vomiting / Nausea	Nosebleed	Headache / High Temperature	Head Injury	Cut / Graze	Asthma	EPI PEN	Parent contacted	Unable to contact Parent	Following First Aid the child was well enough to remain in School	The child was collected from School	The School is of the opinion that your child should consult a Doctor	Front 	Back 
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First Aider Name:		Name of Parent / Carer contacted:																
Witness:		Slip completed by:																

IMPORTANT

Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital

REPORT SLIP No.

5957