Christ Church CE Primary School
& Early Years Unit
First Aid Policy 2024

Christ Church CE Primary School is a Christian community founded on the core values of Friendship, Thankfulness, Peace, Trust, Forgiveness, Compassion and Hope.

Policy Statement.

The Governors and Headteacher of Christ Church CE Primary 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.

Definitions

'First aid' means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.
'First aider' means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

Statement of First Aid organisation.

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

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

Arrangements for First Aid.
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
- Junior Hall
- Infant Hall
- Mobile Classrooms
- Nurture House
- Office

The contents of the kits will be checked by welfare staff and Mrs Linda Seddon H&S Admin

Whole staff training on First Aid has been undertaken and will be reviewed by Headteacher as necessary. Foundation Unit staff and members of KS1 staff have had paediatric training, which is valid for three years.

Off site activities.
At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, epipens etc. A person who has been trained in first aid will accompany all off site visits.

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.
In addition the Head teacher 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.
All members of staff will be made aware of the school's first aid policy.

First Aid Procedure
If a child has an accident the supervising adult will assess the situation and will administer if first aid (ice pack, plaster, cleaning up a cut) if necessary.
If the supervising adult feels they need further advice then they will take the child to the school office where the office staff will assess the situation and administer first aid. If they feel the injury is more serious they will phone the child's parents to inform them of the injury and give them the option to pick the child up. If the injury appears to be serious then parents will be requested to collect the child from school. In an emergency an ambulance will be called and parents then informed.
Details of the accident will be recorded in the appropriate accident book and an accident letter will be sent home.

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;
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 a local authority incident form will be completed.
All accidents to non-employees (e.g.) visitors which result in injury will be reported to the authority.
All accidents are entered into the relevant accident books which are kept in the Infant and Junior Halls for pupils and the office for staff and visitors.
Pupil accidents involving their head.
The Governing body recognise 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.
• Where emergency treatment is not required, an accident letter will be sent home to the child's parents or guardians
• A phone call to parents is always made to inform them of the accident and to give them the opportunity to come to school to collect their child.
Transport to hospital or home.
• The head teacher will determine what a reasonable and sensible action to take is 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 will contact the parents for them to take over responsibility for the child.
• If the parents can not be contacted then the Head teacher may decide to transport the pupil to hospital
Where the Headteacher 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.

At all times the dignity and feelings of the patient must be respected.

Policy to be reviewed 2025