

St John's Church of England School, Stanmore



FIRST AID POLICY

Reviewed: Spring 2024

To be reviewed: Spring 2027

Vision

**'.....I can do everything through Christ who gives me strength'.
Phil 4:13.**

Our ethos is deeply rooted in the Bible, underpinned by **faith** and committed to educational excellence. In our community we respect that everyone is uniquely made in the image of God. We grow together in **wisdom, compassion, strength** and instil a sense of **hope** for all to flourish.

'We make a difference'

Core Values

Faith – Is being sure of what we hope for and certain of what we do not see

Strength – Faith is God presents us with the strength to build and progress in our life and the lives of others.

Compassion – We are fair, we care and show understanding towards others.

Wisdom – Building confidence, discipline and knowledge to fully develop our talents in all areas of our lives.

Hope – Coping wisely with situations that will help guide us into fulfilling our aspirations

Statement of Aims

We are a Christian School working together to inspire and empower each child to lead a happy and fulfilling life.

We:-

- **Work together and be the best we can.**
- **Care for and support one another.**
- **Respect and value one another and the environment.**

Our aims are to work together and be the best we can; to care for and support one another and to respect and value one another and the environment.

First Aid Policy

Policy Statement

The Governors and Headteacher of St John's Church of England 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.

Statement of First Aid organisation

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

- Places a duty on the Governing board to approve, implement and review the Policy
- Place individual duties on all employees
- To report, record and where appropriate investigate all accidents
- Record 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
- Undertake a risk assessment of the first aid requirements of the school.

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:

The Welfare Rooms – Upper School and Lower School

The contents of the kits will be checked on a regular basis by the Welfare officer

Medication for named individuals should be kept in their classrooms with the individual care plans (red file) for Reception to Year 2 and in medical boxes for Years 3 to 6 within either the Upper School Welfare Room or their own classrooms in named wallets with the child's name and individual care plan.

Appointed persons for Advanced First Aid are:

Michelle Nussbaum
Kellie Robinson
Sue Hall
Kate Andrawos
Barbara North
Rachel Lacey
Emma Barrett
Kelly Walsh

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 Headteacher and/or one of the Assistant Headteachers 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 Welfare Officer 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.

Accident Reporting

- all accidents to employees/pupils or visitors must be reported and recorded on Arbor
- all incidents of violence and aggression must be reported

The Governing board 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;
- It is an accident in school which requires immediate emergency treatment at Hospital

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 it will be reported to the LA.

All accidents to non-employees (e.g.) visitors which result in injury will be reported to the local authority.

Pupil accidents involving their head.

The Governing board 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, a 'Head bump' letter will be sent home to the child's parents or guardians and parents will be informed at the end of the day.

Head bump forms are kept in the Welfare rooms on the desk and/or in easily accessible drawers.

Transport to hospital or home.

A member of the Senior Leadership team and/or First Aider and/or Welfare Officer will determine what is a reasonable and sensible action to take 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 Parents will be contacted immediately for them to take over responsibility for the child

If the parents cannot be contacted then the Head teacher and/or First Aider and/or Welfare Manager will 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.

Emergency First Aiders:

Michelle Nussbaum
Kellie Robinson
Sue Hall
Kate Andrawos
Barbara North
Rachel Lacey
Emma Barrett
Kelly Walsh