

Sacred Heart
Catholic Primary School



Learning in Love

FIRST AID POLICY 2025-2027

Mission Statement

Guided by truth, respect and compassion; we share in building upon every individual's foundation, nurturing a love of learning in preparation for tomorrow's society, with Jesus at the heart of all we do.

Governing Body with Responsibility	Resources Committee
Agreed by Governors on	26th June 2025
Chair's Signature	
Staff Member Responsible for Review	School Business Manager
Date for Review	June 2027

School First Aid Policy

The governing board 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.

Statement of First Aid organisation

The school's arrangements for carrying out the policy follow these principles:

- Places a duty on the Governing body to approve, implement and review the policy.
- Undertake a risk assessment of the first aid requirements of the school.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Place individual duties on all employees to use their best endeavours at all times to secure the welfare of the children in school (the same way that parents might be expected to act towards their children).
- Provide equipment and materials to carry out first aid treatment.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Record, report and where appropriate investigate all accidents.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Provide information to employees, visitors and parents on the arrangements for First Aid.

Arrangements for First Aid

First Aiders

In line with the school's First Aid Risk Assessment there will be a minimum of:

- 1 appointed person (School Office)
- 2 First Aiders (First Aid at Work qualification)
- 3 Paediatric First Aiders (Nursery, St Bernadette, St Patrick)

Posters identifying qualified First Aiders will be displayed in the entrance lobby, Medical Room and Staff Room.

Training

All First Aiders must have completed a training course and hold a valid certificate of competence. The Appointed Person will keep a register of trained first aiders, what training they have received and when this is valid until. Staff are encouraged to renew their first aid training when it is no longer valid.

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'.

The Appointed Person: Currently the Appointed person is Alice Forbes. She will regularly check that materials and equipment are available. She will ensure that new materials are ordered when supplies are running low.

The main First Aid box is stored in the Medical Room. It is the appointed person's responsibility to ensure that this is regularly checked and that the first aid box is fully stocked.

There are First Aid bags available in the EYFS outdoor area and Key Stage 1 playground. They are stored where they are visible and easy to access. If First Aid bags need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

There are first aid bum-bags available for trips. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bag are running low.

It is every adult's responsibility to provide First Aid in case of a minor accident. Should an adult not have First Aid training, they then can request help/ second opinion from a qualified First Aider. In case of a major accident or a serious head injury a qualified First Aider should be asked to assist in giving First Aid.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been cleaned with wet cotton wool (or a cleansing wipe where water is not available). Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the accident file. Severe cuts should be recorded in the accident file and an accident (blue) form should be given to the parents/carers. A copy of this form should be kept on file. Anyone treating an open cut that is bleeding profusely should wear gloves. All blood waste should be placed in the bin in the medical room.

Bumps and Bruises

The nearest adult deals with minor bumps or bruises. A cold compress should be applied to the affected area to reduce swelling and discomfort. If the bump or bruise is more serious, a fully trained first aider must attend the patient to give advice. Minor bumps and bruises should be recorded in the accident file. The student should be monitored for any signs of more serious injury, such as swelling, persistent pain, or changes in behavior. In the case of a more significant injury or if there is any doubt about the severity, an accident (blue) form should be given to the parents/carers.

Head injuries

Any bump to the head, no matter how minor is treated as potentially serious. All bumped heads should be treated with an ice pack. Depending on the severity of the injury and taking into consideration the age of the child, parents/carers

should be informed by telephone by the person who treated the child. The adults in the child's classroom should be informed and are expected to keep a close eye on the child. All bumped head accidents should be recorded in the accident file. Children with a bumped head **MUST** be given a blue form to take home.

Defibrillator

School has a defibrillator located in the Medical Room. This can be used by anyone including the general public. When opening the defibrillator, clear instructions are given to follow and any equipment needed, eg scissors/gloves are provided in the defibrillator bag.

First Aid and Medicine files

These files are kept in the Medical Room. The contents of these files are collected at the end of the academic year, by the appointed person, and kept together for a period of 3 years as required by law.

For Major accidents/ incidents a further report must be completed within 24 hours of the accident/ incident. (Any accident that results in the individual being taken to hospital is considered a Major accident/ incident.) These accident reports are kept on file in the School Business Manager's office. A report of any accident resulting in a reportable injury, disease, or dangerous occurrence as defined in RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) will be made online by the School Business Manager or the Headteacher as soon as is reasonably practicable and within 10 days of any incident.

In the event of any serious accident, illness or injury to, or death of a pupil while in the school's care a report will be made to Ofsted and local child protection agencies within 14 days of the incident.

Medical Room

- If a pupil feels unwell he/she informs their teacher or member of staff. The member of staff sends them to the school office. In serious cases the teacher will send

another pupil to the office or medical room to have a first aid staff member attend the pupil in class.

- If pupils are sent to the medical room an assessment is carried out and minor injuries e.g. cuts & grazes are treated and pupils sent back.
- Pupils may be kept in the Medical Room and monitored. Pupils will be reassessed after a suitable period and, depending on the severity of their condition, will either be sent back to class or parents/carers will be contacted to take home.
- If an injury to the head or face occurs an additional form is completed and given to parents/carers by the teacher at the end of the day.
- If pupils have prescribed medication in school, then this is administered and logged.
- In serious cases an ambulance is called and the Headteacher informed.
- All incidents are noted in the medical log.

Administering medicine in school

See the school's Supporting Pupils with Medical Conditions Policy for information on managing medicines on school premises.

Emergency Asthma Kit: In accordance with Human Medicines Regulations, amendment No2, 2014, the school is in possession of 'generic asthma inhalers', to use in an emergency. These inhalers can be used for pupils who are on the school's Asthma register. The inhalers can be used if pupils' prescribed inhaler is not available (for example, if it is broken or empty). The emergency inhalers are stored in the labelled First Aid cabinet in the Medical Room. The emergency inhaler asthma bag contains

- One salbutamol inhaler (clearly labelled), inside its original packaging with instructions on how to use and clean the inhaler.
- Paper spacers to be used with younger children (Nursery, Reception)

In case of an emergency an adult needs to be sent to get the asthma pump while a First Aider remains with the child. Once the pump has been administered,

(older children can administer it for themselves under supervision) the First Aider needs to record the time and dose of salbutamol (how many puffs have been administered). This needs to be recorded on an administering medicine form.

Adults may also use the inhalers in an emergency and should follow the above instructions on recording the use of the inhalers.

When the emergency inhalers have been used, please notify the persons responsible for First Aid and Medicine, currently Miss Forbes and Mrs Harris.

Anaphylaxis

The school has an 'Allergy Pack' stored in the Medical Room. It contains spare auto adrenaline injectors (AAIs) which can be used in an emergency for pupils who are known to be at risk of anaphylaxis and where medical authorisation and written parental consent has been provided. They can be used when a pupil's own device is not available or not working. The Allergy Pack is stored in a cabinet out of reach and sight of children but accessible by staff at all times.

When the spare AAIs have been used, the persons responsible for First Aid and Medicine should be informed. Currently this is Miss Forbes and Mrs Harris.

Other Medicines

Medications kept in the school for children with medical needs are stored in the Medical Room. Each child's medication is in a clearly labelled container with their care plan. The Medical Room fridge can be used for medicines that need to be chilled. All medicines in school are administered following the agreement of a care plan.

See the school's Supporting Pupils with Medical Conditions Policy for information on managing medicines on school premises.

Calling the Emergency services.

In case of a major accident, it is the decision of a First Aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

Dial 999, ask for an ambulance and be ready with the following information:

School telephone number: 020 89420215

Location: Sacred Heart Primary School, Burlington Road, New Malden,

Postcode: KT3 4ND

Give name of child and a brief description of symptoms

Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the injured party

The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or outing.

- If the casualty is a child, their parents/ guardians should be contacted immediately and given all the information required.
- If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.