



ST CHRISTOPHER'S SCHOOL
(including the EYFS and Before and After-School Care)

First Aid Policy

Scope

This guidance is applicable to all those involved in the provision of first aid related to school activities.

Objectives

To ensure that there is an adequate provision of appropriate first aid at all times.

To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

Philosophy

We believe that:

- The school has a duty of care to children, staff, parents and visitors who should be safeguarded against a serious accident.
- We cannot prevent all accidents.
- Removing all possibility of an accident would prevent the child learning how to recognise and deal sensibly and confidently with hazards, which will inevitably arise later in life.
- Young children are particularly prone to injury owing to their lack of knowledge, experience and judgement.
- We need a high level of first-aiders in school.
- We must have at least one qualified first aider on site whenever children are on site and on every school trip. We recognise that in our Early Years settings we must have a first aider with a full paediatric qualification on site and on every school trip.
- Young children do have lots of minor accidents, some of which do not require the attention of a qualified first-aiders.
- All staff should feel able to administer basic first aid for minor injuries.
- In preparing this policy we have taken notice of the DfE document "Guidance on First Aid".

Aims

We endeavour to:

- undertake risk assessments of hazards to make activities and visits controlled and as safe as is reasonable;
- provide a high level of qualified first aid cover;
- provide all staff with basic first aid in-service training;
- keep up to date with latest advice;
- maintain stock levels in all first aid boxes;
- keep all employees informed of first aid arrangements;
- make first aid provision available whilst on school visits; and
- keep all parents informed of the procedure for responding to children who are injured, ill or infectious, as stated in the Parent Handbook.

Responsibilities

St Christopher's School, both as an employer and in providing appropriate care for pupils and visitors as monitored by its Governors, has overall responsibility for ensuring that there is adequate and appropriate first aid equipment and facilities, and appropriately qualified first aid personnel and for ensuring that the correct first aid procedures are followed.

The First Aid Coordinator is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are familiar with the school's first aid and medical procedures.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

ALL Staff are responsible for:

- Administering first aid for minor cuts, grazes and bruises e.g. washing a wound or applying a plaster then, recording this on the green first aid slips.
 - If an After School Club staff member administers first aid, they are responsible for informing the parent/guardian upon collection as well as recording the information on a green slip and handing it to the Office so that it can be logged the following day.
- Summoning a qualified first aider in the event of a pupil having a more serious accident or injury or in any circumstance involving a head-related injury.
- Acting 'as a reasonable parent would act' in providing care and support to the pupil whilst waiting for the arrival of a first aider.
- Ensuring that they have sufficient awareness of this policy and the outlined procedures.
- Ensuring that they know whether first aid equipment is located around the school.
- Ensuring that they are aware of the identities of the school first aiders or where to locate this information (in each first aid box and located in the upstairs and downstairs corridors as well as in the Staffroom and Nursery).
- Securing the welfare of the pupils at school.

First Aiders

We believe that it is crucial to have a high number of first aiders on site. We take into account the number of children, staff and layout of premises to ensure that a qualified first aider is able to respond to emergencies for a child or an adult quickly. There will always be at least one qualified first aider on site whenever children are present and a fully qualified paediatric first aider whenever EYFS children are present. At least one fully qualified paediatric first aider must accompany children on outings also.

A list of qualified First Aid staff is included in Appendix 1 of this document and is displayed on noticeboards around the school. A copy of their current first aid certificates is stored in the First Aid Coordinator's file. First aid training for each first aider will be updated every 3 years.

Duties of a First Aider when Dealing with a First Aid Event:

- Respond promptly to calls for assistance
- Give immediate assistance to casualties with injuries or illness
- Ensure that an ambulance or professional medical help is summoned, as appropriate
- Record details of the accident and treatment
- Clear the scene safely
- Ensure that the school's procedures are followed in relation to informing parents/guardians

The rules of First Aid learned in training must be applied rigorously and professional help summoned if deemed necessary.

If in any doubt, the First Aider should summon help from:

- Another School First Aider from the list of First Aiders
- NHS 111
- Emergency Services

First Aid Boxes

The First Aid Coordinator is responsible for ensuring that all First Aid Boxes meet statutory requirements. We maintain first aid boxes in school; the contents of which are listed in Appendix 2.

These are located in the:

- Staff room
- Nursery Kitchen
- Outdoor Classroom
- Dining Hall
- Kitchen
- Entrance Hall
- Playground
- In the wooden bench under the porch at the back entrance of the school
- Every Classroom

The boxes are checked and restocked regularly but it is the responsibility of everyone to inform the First Aid Coordinator, Jemima Drayton, if any item is noted to be missing or is running low.

Each year group is responsible for taking their first aid boxes on school trips and all specific medication for any particular child's needs.

Medical conditions

Epilepsy and diabetes are two more common conditions that staff may come across that may require first aid. If a teacher receives a child into her class suffering from either condition, she should ask the Headteacher to arrange for training from the relevant paediatric team at the child's hospital.

Any other additional needs would be discussed with parents and medical professionals to ensure that we are appropriately informed. It is essential that any information, whether verbal or written, is logged in the child's file and brought to the attention of the next teacher during transition meetings.

Adrenaline Auto-Injector Pens

EpiPens, Jext Pens and Emerade Pens are used in the treatment of anaphylactic shock and are a life-saving procedure. If a teacher has a child in their class that has an allergy that may result in anaphylactic shock, they should acquaint themselves with the triggers and the approved treatment from the forms stored with the auto-injector pen.

The likelihood of having to administer such treatment is very small but training is periodically provided for all staff on the administration of an EpiPen. If a teacher has a child in their class with an EpiPen on site it is the teacher's responsibility to ask for training if they have not received it or requires a refresher.

Any EpiPens in school are kept in the first aid cabinets in the staff room or, for Nursery and Reception children, in the Nursery kitchen. Each child with an EpiPen has supporting documentation specifying permissible treatment, which is signed by the parent and stored with the EpiPens. In the event of a child having a medipac the epi-pen would be stored inside the medipac in the child's classroom.

Both of the child's EpiPens and documentation **must** be taken on school trips and carried by the adult responsible for the child's group. The child and the EpiPens should not be separated.

Inhalers

Prescribed inhalers for children with asthma are usually kept in the first aid cabinets in the staff room or Nursery. Each inhaler is named. Children with severe asthma will have their inhalers in the class room with the class teachers where appropriate and a list of these children will be printed and placed in the clear plastic wallet next to the medical cabinet in the staff room. Signs of an asthmatic attack may include coughing, audible wheezing, difficulty talking and raised shoulders. The sufferer is usually very well aware of the symptoms and even the youngest child will know when prompted if they require their inhaler. It is acceptable to give more than one dose of asthma medication through an inhaler if the asthma is not alleviated. Staff should not hesitate to call an ambulance if the symptoms do not subside – it is better to be safe than sorry.

Head Injuries

1. A first aider must assess any head injury.
2. A Green Form located in all First Aid boxes must be completed which is handed to a member of the Admin Team in person. The person who has dealt with the head injury will advise the Class Teacher about the incident for monitoring purposes.
3. An email is sent to the parent via ParentMail to confirm the injury and action taken.

Medical Accommodation

The designated room for the short-term care of sick and injured pupils, which includes a washing and toilet facility, is within the Nursery Office. Children who are unwell requiring this room as a rest area will be supervised at all times.

For adults the staff room is suitable.

No casualty will be left unsupervised.

Procedures

When to Call an Ambulance

In a life-threatening emergency, if someone is seriously ill or injured and their life is at risk, always call 999. A detailed procedure for calling an ambulance can be found at Appendix 3.

Examples of medical emergencies include (but are not limited to):

- Chest pain
- Difficulty in breathing such as a severe asthma attack
- Unconsciousness
- Severe loss of blood
- Severe
- Severe burns or scalds
- Choking
- Concussion
- Drowning or near-drowning incidents
- Severe allergic reactions
- Diabetic emergencies
- Fitting

In an emergency, an ambulance will be called by the Office, a First Aider or another nominated person. The ambulance will access the school site via the car park or back gate depending on the location of the emergency.

Incident involving children

- Assess whether first-aider is needed; all staff are considered able to administer first-aid for minor cuts, grazes and bruises.
- A first-aider must assess any head injury (See above for head injuries)
- All accidents for which any treatment is required must be recorded on the Green Forms located in all first aid boxes. These will be submitted to the school office who will email parents to alert them to the nature of the accident and action taken and record this information on Engage.
- Plasters need only be applied when the wound is still bleeding or subsequent activity risks the introduction of dirt.
- Before applying plasters, staff should check the inside lid of the first aid box for any children with a plaster allergy.
- If it is judged that a first-aider is required please stay with the casualty and send for assistance using the purple card system. If the member of staff knows the whereabouts of a first-aider and considers the casualty able to go, always send another child with them.
- Parents or carers will be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and of any first aid treatment given.

In the case of a child having an asthmatic attack, epileptic fit or diabetic coma

We would ensure that an ambulance is immediately summoned and then use the medical room for privacy and comfort, if the child can be moved. The appointed person will have access to a mobile phone for communication with the emergency operator. A paediatric First Aider will administer constant supervision while awaiting the arrival of the paramedic.

Incidents involving adults

Staff are considered capable of self-administering first aid for minor injuries. All incidents that require assistance by a first-aider must be recorded in the staff accident book or when serious in nature on the Health and Safety Executive (HSE) forms.

Visitors: Please consult a first-aider for all accidents involving visitors. All incidents must be recorded on the relevant form available from reception. If the form is unavailable please make notes to write up later.

In the case of an accident

Some injuries/accidents are reportable to HSE under RIDDOR, see later section on Reporting and Recording Accidents. We recognise that first aiders may need recovery time after dealing with an incident and in serious cases may need professional counselling.

Hygiene and Infection Control

Following guidance from Public Health England, all staff should take precautions to avoid infecting themselves or others and must follow basic hygiene procedures:

- Staff should wash hands before and after an incident.
- Staff should wear disposable gloves when dealing with any bodily fluids ensuring that all cuts and abrasions are protected by gloves or clothing if further up the arms. Blue gloves are latex free.
- Emergency spillage compound to absorb bodily fluids spilt on hard floor surfaces is available in the metal first aid cabinet in the staff room and nursery toilets.
- Only disposable paper towel is used to clean up spillages, along with suitable disinfectant. Any items must be safely disposed of in a yellow clinical waste bag. Each first aid box contains a yellow clinical waste bag.
- Wet wipes and extra gloves are available in the Nursery and Reception toilets.

Reporting and Recording Accidents

All accidents resulting in a visible mark or is a cause for concern must be recorded on the green first aid forms which must be then handed in to the office. It is the responsibility of the person administering any treatment to do so.

The record should include:

- Full name of the casualty;
- Date, time and place of incident;
- Details of injury, including position e.g. Left knee;
- What first aid was given;
- Name of person dealing with the incident.

Parents are automatically informed of an incident via ParentMail by the Office. The Office is also responsible for inputting the information onto Engage. The recorded information is audited monthly and saved on the Staff Drive under First Aid and kept in the First Aid File by the Senior Teacher. This is to monitor and track trends of incidents and the children involved.

Any accident that takes place during an after school club must also be recorded on the green first aid form and handed into the Office. The staff member who dealt with the accident is responsible for informing the parent/guardian when the child is collected from the club on that afternoon.

Red Accident Record File

For all accidents where the children, staff or visitors need further medical attention or if a phone call is made to the parents because of the seriousness of the injury a record must be made in the Red Accident Record file which is kept in the Reception Office.

The information is audited monthly and recorded on the Staff Drive under First Aid. RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous work occurrences arising out of or in connection with work. Further information on how to report to HSE is available below.

The following accidents involving employees, at school or on school trips, must be reported to HSE.

- accidents that result in death or major injury*, including as a result of physical violence;
- accidents which prevent the injured person from being away from work, or unable to perform their normal duties, for more than seven consecutive days;
- the person involved is taken from the site of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

***Reportable major injuries are:**

- fracture other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from work in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

For further guidance on specified injuries click [here](#).

- **Injuries to pupils and visitors who are involved in an accident at school are ONLY reportable to RIDDOR if the accident results in:** The death of a person and arose out of or in connection with a work activity
- An injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**. There is no need to report incidents where people are taken to hospital purely as a precaution.

The responsible person should consider whether the incident was caused by a failure in the way a work activity was organised (e.g. inadequate supervision on a field trip), the way equipment or substances were used (e.g. experiments) or the condition of the premises (e.g. slippery floors). Accidents occurring to pupils as a result of the normal rough and tumble of an activity are **not reportable** to HSE.

A copy of the completed HSE form must be added to the Accident Record File.

Reporting to HSE

Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR. If you are an employee (or representative) or a member of the public wishing to report an incident about which you have concerns, please [refer to advice via this link](#).

Online: <https://www.hse.gov.uk/riddor/report.htm> Responsible persons should complete the appropriate online report form

By phone: 0345 300 9923 (for reporting fatal/specified incidents **only**)

HSE [online guidance](#) and expert advice is available via the link

Signed *D Roberts* Date: October 2022
Mr D Roberts
Chair of Governors

Signed *B Grehan* Date: October 2022
Mrs B Grehan
Headteacher

Review Date: October 2022
Previous Review: update May 2022
Next Review: October 2024

Appendix 1

FIRST AIDERS

All our first aiders are fully qualified and they receive updated training every three years.

First-aid Co-ordinator

Miss Jemima Drayton

First Aid Trained Staff

Paediatric First Aiders	Valid until
Louisa Taperell	3 Feb 2023
Marrie Taylor	26 Apr 2024
Jemima Drayton	10 Jun 2024
Janine Clark	10 Nov 2024
Sarah Pryor	12 Nov 2024
Alison Kay	14 Jan 2025
Laura Fisher	14 Jan 2025
Jennie Skilton	14 Jan 2025
Lisa Savill	21 Mar 2025
Mimi Pennington	11 May 2025
Chelsea Kemp	18 May 2025
Sandra Barnes	18 May 2025
Paris Mersh	4 Sep 2025
Georgie Byatt	15 Sep 2025

First Aiders in the Workplace*	Valid until
Jemima Drayton	16 Feb 2023
Rosie Rendall	28 Mar 2024

*Staff with First Aid at Work qualifications should be called in the first instance for adult accidents

First Aid Manuals

Staff Room

First Aid Manual
First Aid for Children Fast
Emergency First Aid Manual

Appendix 2

Contents of medical boxes etc

First Aid Stock	
2	No. 8 medium size sterile dressing
2	No. 9 large size sterile dressing
2	Eye pad with bandage
2	Triangular bandages
1	Scissors stainless steel blunt
2	Low adherent sterile dressing 5cm X 5cm
2	Low adherent sterile dressing 7.5cm X 7.5cm OR 10cm X 10cm
1	Micropore tape
6	Safety pins
5 pairs	Disposable gloves
2	Conforming bandages
1	Resuscitation protective shields
20	Sterile waterproof plasters – assorted
1	Dressing strip
1	White plastic disposable aprons
3	Sterile eye wash
10	Antiseptic wipes
1 pack	Steristrips
1	Pen
2	Sick bags
1	Clinical waste sack
1	Crepe Bandages
2	Disposable tweezers

Staff Room Medicine Cabinet:
Medicines Stored for Children in Key Stage 1
Anaphylactic Record Forms for Children
Staff Accident record book
Staff Room Fridge:
Locked box: for children's medicines on top of cabinet
Ice & Ice Packs
Nursery Kitchen Medicine Cabinet:
Medicines stored for children in Nursery and Reception
Anaphylactic Record Forms for children
Ear thermometer
Nursery Fridge:
Locked box for children's medicines
Entrance Hall:
Ear thermometer

Spillage Compound: Situated in the Hall.

Hypoallergenic Sunscreen is available if required- see SunSmart Policy

Playground Bag: Used in conjunction with a bottle of fresh water that is obtained from the kitchen.

Appendix 3

Contacting Emergency Services

A qualified first aider or another nominated person will dial 999, ask for an ambulance and then speaking clearly and slowly, be ready with the following information:

1. The school telephone number: [01372 721807](tel:01372721807)
2. The location as follows:
 - a. St Christopher's School, KT18 5HE
 - b. The exact location in the school of the person needing help
3. The name of the person needing help
4. The approximate age of the person needing help
5. A brief description of the person's symptoms (and any known medical condition)
6. Inform ambulance control of the best entrance to the school and state that the crew will be met at this entrance and taken to the pupil/adult.

Do not hang up **until** the information has been repeated back.

Please note that the person calling should be with the child, as the emergency services may give first aid instructions over the telephone.

Send a member of staff to wait at the entrance to guide the ambulance service to the person needing help.

Also, ensure that one or more of the following members of staff are informed that an ambulance has been called to the school: Head, Bursar, Deputy Head, Senior Teacher.

Ensure that the child's parents/guardians or staff member's next of kin has been contacted.

Never cancel an ambulance once it has been called.