

Shottery St Andrew's CE Primary School



Anchored in faith we shine!

This policy is underpinned by our school vision based on the scripture,

*'Let your light shine before others,
that they may see your good deeds and glorify your Father in heaven.'*

Matthew 5:16

First Aid Policy

Date adopted by Governors:	March 2024
Date for policy review:	March 2026
Person responsible for review:	Headteacher
Signed by Chair of Governors	

First aid can save lives and prevent minor injuries becoming major ones.

DfE Non Statutory Guidance

Responsibility

Shottery Primary is a Local Authority Voluntary Controlled School and as such the LA is the employer and has overall responsibility for H&S, including first aid. (See WCC H&S policy)

First Aiders at Shottery Primary

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

In 2023, two members of the school staff undertook Paediatric First Aid training; in February 2024, the Headteacher and Office Manager undertook First Aid at Work training and in June 2024, the remainder of the staff team undertook basic First Aid training.

The office manager is responsible for ordering additional supplies, all staff are responsible for ensuring supplies in first aid kits are replenished when used and updating the office manager if additional supplies need to be purchased.

Training Certificates may be viewed in the staffroom/office.

First Aid Kits

First aid supplies are held in the staffroom/office. In addition, each building has its own kit and there are supplementary kits available for educational visits.

Insurance

The school is a member of the RPA insurance scheme.

Duties of a First Aider

At school, the main duties of a first aider are to:

- ▼ give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- ▼ when necessary, ensure that an ambulance or other professional medical help is called.

Reporting and Record Keeping

If a child receives first aid, a carbon slip will be completed – this will detail the name of the child, the nature of the injury, the location it occurred, treatment given, by whom and when, a dojo “icon” will also be sent to parents. If first aid is required due to a Head injury, parents will be telephoned and asked to come and check on their child if necessary. A Dojo will not be sent for a head injury. All parents have been asked to register for Dojo and if they have not done so they are deemed to accept that they will not be notified of first aid/injury except through a slip at the end of the day (the exception being if the child requires immediate medical attention). A record of all slips is held centrally in the staffroom/office.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- ▼ accidents resulting in death or major injury (including as a result of physical violence);
- ▼ accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (eg by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

The school reports any injuries which require hospital treatment to the LA via the appropriate channels/ RIDDOR.