

Our Lady of Lourdes RC Primary School



An Academy School Part of
The Good Shepherd Catholic Trust



First Aid Policy 2023

Our Mission Statement:

*We are a catholic school. We strive to be a sign of Christ's presence in the world.
We follow Jesus.*

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| Date Approved by Governing Body: | Autumn Term 2023 |
| To be Reviewed by: | Autumn Term 2026 |

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Headteacher: Mrs Ruth Boon BSC NPQH

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage and Early years foundation stage: coronavirus disapplication's guidance, advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, and the following legislation:

The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel

- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times. Currently at Our Lady of Lourdes 8 members of staff are paediatric trained.

In all settings - and dependent upon an assessment of first aid needs - employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Roles and responsibilities: Appointed first aiders

School has 35 Staff who are First Aid trained. Training takes place within a cycle of training for all staff (Teaching and non-teaching). In November 2022 staff received First

Aid and Paediatric First Aid qualification. All staff have received updated Epi-pen training in November 2022 as per the school's training cycle.

Roles and responsibilities: The governing board

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. Overall Health and Safety is delegated to the Assistant Business Manager.

Roles and responsibilities: The headteacher

The Headteacher and Assistant Business Manager are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

The Assistant Business Manager will liaise with the Headteacher to ensure that all Health and Safety procedures are followed at all times.

Roles and responsibilities: Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position

- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the School Office will contact parents immediately
- The first aider, or relevant member of staff, will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

First Aid boxes are kept in every classroom and the Medical Room. Contents of the boxes should be replenished as soon as possible by the first aider in each class to ensure that there is always an adequate supply of all materials. Items should not be used after the expiry date shown on the packets. It is therefore essential that first aid equipment is checked frequently, to make sure there are sufficient quantities and all items are usable. A HLTA with responsibility for Lead First Aider undertakes a monitoring check half termly and will liaise with the Assistant Business Manager to ensure that First Aid supplies in school are suitable stocked.

First Aid cover is provided in the playground at morning play and lunchtimes. If further First Aid treatment is required by a pupil, he/she must be escorted to the medical room where the injuries will be assessed and arrangements made for further treatments.

Administering of Medication

We will only administer prescribed medicine in school. If medication is prescribed three/four times a day, there is an expectation that parents will administer this directly before and after school as well as in the evening. Staff may only help with the administration of medicines which are to be taken orally. A Parental Agreement for School to Administer Medicine form must be completed and signed by the parent, but this will not automatically be agreed to. Each case will be considered in isolation, however school can only have prescribed medication onsite; decanted creams cannot be accepted. Medication should be brought into Reception each morning and collected from Reception at the end of the school day. Only medication issued by a doctor in the UK can be administered. Over the counter medication such as Calpol cannot be administered by staff.

EpiPens will only be administered when a Care Plan is in place and consent and the relevant training has been provided. As for inhalers we will assist Nursery, Reception and Year 1 pupils to use them when necessary. All epi-pens and inhalers are kept in the child's classroom. Children MUST have two Epi-pens in school at all times.

Parental consent for administering First Aid is provided through a consent letter which is distributed annually at Our Lady of Lourdes and is for the duration of the pupil's attendance at school.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip organiser/teacher prior to any educational visit that necessitates taking pupils off school premises. This must be signed off by the Headteacher or deputy headteacher prior to the trip.

There will always be at least 1 first aider on school trips and visits.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

During the coronavirus pandemic there will be no school trips.

First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The school kitchens
- All classrooms

Record keeping and reporting

First aid and accident record book

- An accident form will be completed by the first aider as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- A copy of the accident report form is taken home with the pupil. Additional copies are filed in the main office records and also with the classroom teaching assistant's first aid file.
- Records held in the first aid and accident book will be retained by the school for a minimum of 5 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.

Reporting to the HSE

The Assistant Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Assistant Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
- Fractures, other than to fingers, thumbs and toes if the injured person goes directly to hospital
- 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)
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion
- Information on how to make a RIDDOR report is available here:
- [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) <http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

All head 'bumps' and any serious/significant injuries which have required first aid to be administered will be reported to parents by a ParentMail, this highlights what first aid was administered. Parents may also be advised by for more serious injuries.

The School Office will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable by sending home a first aid report sheet. If deemed necessary, parents may also be advised by telephone.

Reporting to Ofsted and child protection agencies

The Headteacher or Deputy headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head teacher or Deputy head teacher will also notify The London Borough of Redbridge of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all 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.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Monitoring arrangements

This policy will be reviewed every 3 years.

At every review, the policy will be approved by the governing board.

Links with other policies

This first aid policy is linked to:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Appendix 1: List of Trained First Aiders

| Names of Staff Member | Work Base | When on Duty |
|-----------------------|-------------------|-----------------------------|
| H Chamdal | Front Desk | AM |
| C Davies | KS1/2 | All Day |
| S Crowley | Nursery | All Day |
| A Szablewska | Reception | All Day |
| D Selner | Reception | All Day |
| A Harwood | KS1 | All Day |
| D Stanczykiewicz | KS1 | All Day |
| V George | KS2 | All Day |
| G Marshall | KS2 | All Day |
| F Hajat | Benedict Building | Breakfast and Tea Time Club |
| S Etiennee | Benedict Building | Tea Time Club |
| J Lopes | Benedict Building | Breakfast and Tea Time Club |



OUR LADY OF LOURDES RC PRIMARY SCHOOL

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Headteacher: Mrs Ruth Boon BSC NPQH

Parental Agreement for School to Administer Medicine

The school will not give your child medicine unless you complete and sign this form. The school has a policy that staff can administer medicine.

Date: _____

Childs name: _____

Class: _____

Name of medicine: _____

Dose to be given: _____

Time to be given: _____

For how many days: _____

Any other instructions: _____

Note: Medicines must be in the original container, with the name label as dispensed by the pharmacy

Daytime phone no. of parent or adult contact _____

If medication is prescribed three/four times a day, there is an expectation that parents will administer this directly before and after school as well as in the evening. Staff may only help with the administration of medicines which are to be taken orally.

Medication should be brought into Reception each morning and collected from Reception at the end of the school day. Only medication issued by a doctor in the UK can be administered. Over the counter medication such as Calpol cannot be administered by staff.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change or frequency of the medication or if the medicine is stopped.

Parents Signature: _____

Print Name: _____

Date: _____