



ST. THOMAS OF CANTERBURY C OF E JUNIOR SCHOOL
“Realising the potential of every child within a caring, Christian community”

First Aid Policy

Introduction

The Governing Body of St Thomas of Canterbury Church of England Junior 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 Governing Body are committed to the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The provision of First Aid within school will be in accordance with the Local Authority's guidance on First Aid in school.

Statement of First Aid Organisation

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

- 1) Places a duty on the Governing Body to approve, implement and review the policy.
- 2) Places individual duties on all employees.
- 3) To report, record and where appropriate investigate all accidents.
- 4) Record all occasions when first aid is administered to employees, pupils and visitors.
- 5) Provide equipment and materials to carry out first aid treatment.
- 6) Make arrangements to provide training to employees, maintain a record of that training and review annually.
- 7) Establish a procedure for managing accidents in school which require first aid treatment.
- 8) Provide information to employees on the arrangements for first aid.
- 9) Undertake a risk assessment of the first aid requirements of the school.

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Headteacher: Mr D. M. Moran



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Arrangements for First Aid

Materials, equipment and facilities

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

The location of First Aid kits in school are:

- Kitchen
- Cleaners cupboard (eye wash also available)
- School Office
- Music corridor
- All classrooms have a basic first aid kit

The School Office is the designated first aid room and in the event of a major incident the PPA/small staffroom can also be used. Both areas have access to water.

At lunchtime the space in the music corridor is used for treatment of minor incidents by Midday Assistant staff.

The contents of the first aid kits will be checked on a regular basis (at least once a year) by Mrs Carvell and Mrs Lawrence. Mr Powis (Caretaker) will be responsible for checking the cleaner's first aid/eye wash kit. Mrs Turner (Catering Manager) will be responsible for checking the kitchen first aid kit.

Medication for named individuals is kept in the School Office in named wallets with the child's name and individual care plan (where appropriate). Epipens are kept in the School Office and in the basic first aid boxes of the classroom where the child/ren are taught.

Appointed persons/paediatric first aiders are:

- **Mrs Lawrence**
- **Mrs Carvell**
- **Mrs Dansey**

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Whole staff training on basic first aid will be undertaken every three years as part of a designated non pupil professional development and training day. All teaching, support, admin and premises staff will be invited to attend.

The next whole school staff first aid training should be organised for **July 2016**

Off Site Activities

At least one first aid kit will be taken on all off site activities (including swimming, sports fixtures, and local walks) along with individual pupil's medication such as inhalers, epipens...etc.

A person who has been trained in basic first aid will accompany all off site visits.

Information on First Aid Arrangements

The Headteacher will inform all employees at the school through their induction procedures 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 Headteacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications (Health & Safety Arrangements Notice)
- Locations of first aid boxes

All members of staff will be made aware of the school's first aid policy.



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Accident Reporting

The Governing Body will implement the Local Authority's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression

The Governing Body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health & Safety Executive (HSE) as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than 3 consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as a 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 Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the Local 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 LA.

Pupil Accidents Involving their Head

The Governing Body 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.



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- Where emergency treatment is not required, a 'bumped head' sticker is put in the child's homework diary for the parents/carers information and this will also be recorded in the first aid accident book.
- If a head injury is considered more serious the School Office will follow the procedure above but also make a telephone call to the child's parents/carers to inform them of the injury and discuss the appropriate next steps.

Transport to Hospital or Home

The Headteacher will determine what is 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 Headteacher will contact the parents for them to take over responsibility for the child. If the parents and other emergency contacts cannot be reached then the Headteacher may decide to arrange transport for the pupil to go to hospital with two members of staff.

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.

Review

The policy will be reviewed at least every 3 years, or as new guidance becomes available to schools from the Local Authority (LA) or Department of Education (DfE).

*Policy reviewed: **January 2015***

*Next policy review date: **January 2018***