



# St Cuthbert's C of E Primary School

The Chase, Great Glen, Leicester LE8 9EQ  
Tel: 0116 2592764

## First Aid Policy

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## Our Vision



Doing all the good we can, through faith, love and excellence.

Micah 6:8: "This is what the Lord requires of you: to do justice, and to love kindness and to walk humbly with your God."

We want St Cuthbert's to be a school where:

### Our Ethos

- everyone flourishes through the guidance of our Christian values.
- teaching and learning is creative, engaging and motivational.
- relationships are positive and serve to support others through **compassion** and **kindness**.

"I have come that they may have life and have it to the full." John 10, V10

### Our Expectations

- we show **courage** to be the best that we can be.
- the children make excellent progress, fostering a love of learning.
- every child has an **equal** chance to fulfil their full potential.

"All human kind is made in the image of God." Genesis 1, V26-27

### Individuality

- we grow and flourish as individuals; through **endurance** we can achieve.
- the value and worth of each individual is celebrated and everyone feels included.
- the children develop a spirit of **curiosity** and a willingness to rise to a challenge through a broad, enriched curriculum.

"All people are called to transform the world" Genesis 1 V26-31, Micah 6 V8

### Working Together

- the children are able to **trust**, show **respect** and **friendship** to others.
- the community enables our pupils and school to grow in a happy, safe, healthy and spiritual environment.
- we foster links and contribute to the educational community through effective communication.

"Every person is an individual and also part of a community." 1 Cor. 12 V12-27

*This is a vision that is inclusive to all as we are reminded in the words of Luke 18:16:  
"But Jesus called them to him, saying, "Let the children come to me, and do not hinder them, for to such  
belongs the kingdom of God."*

*For we are all equal in the eyes of God.*

# Compassion

"Clothe yourselves with compassion, kindness, humility, gentleness and patience."

Colossians 3:12



# Kindness

"Be kind to one another, tender-hearted, forgiving one another as God in Christ forgave you."

Ephesians 4:32



# Equal

"You shall love your neighbour as yourself."

Mark 12:31



# Potential

"Behold they are one people and they have all one language and this is only the beginning of what they will do."

Genesis 11:6



# Courage

"Be strong and courageous. Do not be frightened and do not be dismayed for the Lord your God is with you wherever you go."

Joshua 1:9



# Trust

"My God is my strength in whom I trust."

Psalm 12



# Friendship

"Encourage one another and build each other up."  
1 Thessalonians 5:11



# Respect

"For God gave us a spirit not of fear  
but of power and love and self-  
control."

Joshua 1:9



# Endurance

"I can do all things through Him who strengthens"  
Joshua 9



## Rationale

It is a statutory requirement for an employer to make adequate first aid provision for all employees. In this school it is recognised that the provision should cover all staff, pupils, visitors and contractors on site.

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

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

## Purpose

This policy;

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

## Guidelines/ Employers Responsibilities

### The local authority and governing board

Leicestershire county council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

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### The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of [appointed persons and/or trained first aid personnel] are present in the school at all times
- If applicable, add: 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

It is an employer's responsibility to ensure that there is adequate and appropriate equipment and facilities in place to enable the application of First Aid to the premises occupants who become ill or are injured in the workplace.

### **Staff**

School staff are responsible for:

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

The First Aid Regulations and ACOP L74 require the employer to assess first aid needs appropriate to the circumstances (hazards and risks) of each workplace; see Appendix 1. This is commonly referred to as a 'First Aid Needs Assessment'. This requires conducting a suitable and sufficient risk assessment considering, and dependent on, the following:

- (i) The number of staff, pupils, visitors and contractors on site
- (ii) The nature of the hazards likely to be encountered and activities undertaken
- (iii) Age group of users
- (iv) The geographical layout of the establishment and the facilities it provides
- (v) Accessibility to assistance and emergency medical services
- (vi) Sufficient number of first aiders to cover periods of time when trained staff are unavailable due to circumstances such as off-site visits, sickness absence

There is no legal ratio for the number of first aiders to employees although ACOP L74 offers some guidance which **St Cuthbert's** staff should adhere to:

- Low risk workplaces (such as offices) - one trained First Aider to every 50 employees with an additional first aider for every 100 employees
- High risk workplaces - one trained first aider for five or more employees, with an additional first aider for every 100 employees
- First-aid provision for non-employees: These Regulations do not require employers to provide first aid for anyone other than their own employees. However, many organisations, such as schools, places of entertainment, fairgrounds and shops, provide a service for others and it is strongly recommended that employers include non-employees in their assessment of first aid needs and make provision for them. This may require first aiders to receive additional training above the legal minimum requirement so that they are able to act competently, for example additional training in paediatric first aid if operating in a school.
- Schools are under no obligation to follow the guidance below, as a suggestion you may wish to consider the following information for primary schools:
  - 2-day trained Paediatric First Aiders on-site at all times including outings (Mandatory for Early Years)
  - 1 x 3-day First Aid at Work trained First Aider on-site at all times.
  - A group of staff trained in 1-day Emergency First Aid at Work Inc Paediatric Element (Group meaning 12)
  - A group of Ancillary staff trained in Basic Paediatric First Aid (Playground Incidents)

### **Materials, equipment and facilities.**

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

The location of First Aid Kits in school are;

- The staffroom
- Lunchtime supervisors mostly bring children to the office for first aid situations that cannot be dealt with in the playground e.g cuts/blood, head injury. They have access to first aid equipment stored in every classroom.
- First aid kits are stored in every classroom

HSE guidance on suggested first aid box contents:

ITEM	MINIMUM QUANTITIES
First Aid Guidance Leaflet	1
Sterile Adhesive Dressing (individually wrapped plasters)	20
Sterile eye pads	2
Sterile Triangular Bandage (individually wrapped)	4
Safety Pins	6
Medium Sterile Dressing	6
Large Sterile Dressing	2
Disposable Gloves	3 Pairs
Sterile Cleansing Wipes	4
Sterile Water or Saline (if mains water not available)	1 Litre

Other suggestions based on the activities being undertaken and risk assessment:

- Instant ice packs
- Disposable yellow plastic bags for clinical waste/sharps bin
- Silver foil survival blanket
- Protective Resuscitation Aid (Vent Aid)
- AED – Automatic External Defibrillator

Soap, water and disposable drying materials or suitable equivalents must be available in the first aid room.

The office area is a designated first aid sight for major and minor incidents. The contents of the kits will be checked on a regular basis by Sarah Simpson.

New staff to the school are asked to read a copy of this policy when they are appointed. This policy is regularly reviewed and updated.

## First aid in school

### *Training*

All staff are offered emergency first aid training. We have fully trained first aiders and there should always be one on the school premises at any one time. First aiders attend retraining courses as required. Names of first aiders are displayed at key points around the school.

First aid training providers will need to be able to demonstrate how they satisfy the HSE's [First Aid Training Criteria](#)

The employee with delegated responsibility for selecting and arranging first aid training should also have knowledge and competence in first aid, as demonstrated by:

- A current, valid FAW certificate, or
- Being registered and licensed as a doctor with the General Medical Council, or
- Current registration as a nurse with the Nursing and Midwifery Council, or
- Current registration as a paramedic with the Health and Care Professions Council and
- In-depth knowledge of the subject of first aid and first aid training

There are two types of first aid personnel often referred to as "First Aiders":

- (i) Certified First Aider – First Aid at Work (FAW) - 3-day course
- (ii) Emergency First Aid at Work (EFAW) – 6-hour course

All first aiders are encouraged to conduct an annual refresher to ensure their skills remain up to date.

It is important that staff complete a formal refresher prior to the expiry of their certificate which is valid for 3 years. This training should be arranged in plenty of time before it expires. Should a certificate expire, the employee will be required to complete the course in its entirety.

It is essential when selecting members of staff to fulfil the roles of First-Aid provisions, personal qualities likely to make a good First-Aider should be considered. Reliability, strength of character, ability to remain calm in an emergency situation or when others may be injured should all be considered. Additionally, it would be sensible to select members of staff who are employed in what are generally regarded as the most hazardous areas and where the greatest need is likely to arise, but establishments will need to determine their own priorities.

Qualified first aider(s) should be readily available on the premises and easily contactable at all times when the building is occupied.

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day as, or as soon as is reasonably practicable after, an incident
- Keeping their contact details up to date

Consideration must be made to for annual leave, out of hours working, off-site visits and other unplanned absence. Formal arrangements should be agreed with all letting organisations and groups to ensure the provision of first aid.

In an Early Year's Foundation Stage setting, there should be at least one person who has a current Paediatric First Aid (PFA) certificate. This person must be on the premises, and available, at all times when children are present and accompany children on outings. The PFA certificate must be a full course consistent with the criteria set out in Appendix 2 and Annex A of the [Statutory framework for the early years foundation stage](#) government guidance.

All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting. Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

The cost of an individual's first aid training will be paid for by the employer and be delivered during normal working hours.

### **Off site activities.**

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc.

An appointed person who has been trained in first aid will accompany all off site visits where possible, with a fully trained first aider accompanying any residential trips.

### **Accident reporting**

The school will inform all employees at the school 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 school will ensure that signs are displayed throughout the school providing the following information:

- names of employees with first aid qualifications.
- Location of first aid boxes.

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

The accident folder is located in the school office. Copies of recorded accident sheets are stored in the school office.

In the event of a record being entered, whoever is recording it should write what happened, when (date and time) and where it happened and the entry should be signed and dated.

### **Reporting to the HSE**

The Office/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 Office/Business manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

## **School staff: reportable injuries, diseases or dangerous occurrences**

These include:

- Death
- Specified injuries, which are:
  - Fractures, 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 whole body's total surface area; or
    - 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 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the [job title of relevant member of staff] will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

## **Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

Any completion of an accident form that is sent to the Local authority will be followed up with an investigation.

### ***Calling the emergency services***

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

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school/ gate on The Chase and guide the emergency vehicle into the school.

If the casualty is a child, their parents should be contacted immediately and give 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 clearly located in the school office.

### ***Cuts***

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with water. 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 first aider 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 book.

Anyone treating a cut should wear rubber gloves. All blood waste is disposed of in the designated bin in the medical room.

### ***Bumped heads***

Any bump to the head, no matter how minor is treated as serious. The child will be issued with a wrist band with the date and time of the incident on it so that teachers can keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book and the child issued with a 'bumped head note'.

### ***Asthma and other medical problems***

At the beginning of each academic year, any medical problems are shared with staff and a list of these children and their conditions is kept in the classroom and main office.

### ***Inhalers***

Children have their inhalers in school at all times. Key Stage 2 children are expected to take their inhalers with them whenever they do rigorous activity. Key stage 1 children will keep their inhalers with their class teacher for safety. Other asthma sufferers cannot share inhalers.

In the event of a child having an asthma attack, who has no inhaler, the parents must be sought quickly by phone to give permission for the administration of someone else's inhaler. If parents cannot be located, then the emergency services will be contacted and they would give permission for the sharing of the inhaler.

### **Headlice**

Staff do not touch children and examine them for headlice. If we suspect a child has headlice we will inform parents and ask them to examine their child. When we are informed of a case of headlice in school, we send a standard letter to the class where the case has been identified.

### **Vomiting and diarrhoea**

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 24 hours after the last symptom has elapsed.

### **Chicken pox and other diseases, rashes**

If a child is suspected of having chicken pox etc, we will look at their arms or legs. To look at a child's back or chest would only be done if we were concerned about infection to other children. In this case another adult would be present and we would ask the child if he / she was alright.

If your child has any of these infections they will need to stay off school for a prescribed period of time. The school office will advise timescales.

## **Useful Links**

EYFS First aid Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

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- [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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils