



**A love of  
learning  
A desire for  
God**



## **St Mary's Catholic Primary Voluntary Academy First Aid Policy**

<b>Date agreed by governors:</b>	<b>June 2020</b>
<b>To be reviewed:</b>	<b>May 2022</b>
<b>Policy Holder</b>	<b>Headteacher</b>

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment and school personnel qualified in first aid.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

### **Aims**

- To provide adequate first aid provision for pupils and school personnel.
- To have in place qualified first aid personnel who are aware of hygiene and infection control procedures.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.

### **Role of the Governing Body**

The Governing Body has:

- nominated a member of staff ( Mrs Charles-Lee) to take charge of first aid arrangements;
- delegated powers and responsibilities to the Headteacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy
- responsibility for ensuring that the school complies with all equalities legislation
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher**

The Headteacher will:

- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- ensure that the nominated person is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment;
- train all school personnel in basic first aid arrangements;

- conduct annual risk assessments;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- ensure the qualified first aider (Mrs. Watson) holds a valid certificate of competence that is valid for three years;
- ensure Early Years first aiders are appropriately trained;
- monitor the effectiveness of this policy.

### **Role of the Nominated First Aiders**

The nominated person will:

- ensure that there are adequate stocks of first aid equipment;
- position and maintain first aid containers at appropriate locations around the school;
- ensure all accidents and injuries are recorded and reported;
- ensure first aid kits are taken on educational visits or off-site sporting activities;
- ensure that first aid kits are kept well stocked and free from clutter;
- ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities;
- inform parents of any serious accidents dealt and of any first aid administered;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor;

### **Role of the Health and Safety Coordinator**

The coordinator will:

- lead the development of this policy throughout the school;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;

### **Role of School Personnel**

All school personnel must:

- be aware of first aid arrangements; undertake training in basic first aid,
- report and record all accidents and first aid treatment administered
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part in periodic surveys conducted by the school;
- support the school Mission Statement and guidance necessary to ensure smooth running of the school

### **Role of Pupils**

Pupils will:

- report all accidents;
- listen carefully to all instructions given by school staff;

- ask for further help if they do not understand;
- support the school Mission Statement and guidance necessary to ensure the smooth running of the school;

### **Recording Accidents and Injuries**

Accidents and injuries will be:

- recorded with all details given on CPOMS;
- reported to parents where appropriate in person, telephone call or PING.

Head injuries will be:

- reported to parents via PING.

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).

### **Training**

We have undertaken an assessment of first aid needs to determine the numbers of first aiders and the first aid facilities required.

New starters are provided with information about the first aid arrangements including the names of first aid personnel, as part of their induction. Notices are also displayed indicating the names and contact details of first aiders.

We ensure all school personnel have equal chances of training, career development and promotion. First aid training will be provided regularly for all staff so that they are kept up to date with new information and guide lines.