



# ST. BERNADETTE'S

CATHOLIC PRIMARY VOLUNTARY ACADEMY

## First Aid Policy

**Approved by:** The Local Governing Body

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**Next review:** January 2027



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## MISSION STATEMENT

**Jesus said: "I AM the Light of the World."**

By the Light of Jesus Christ, God reveals to each of us who He is.  
God is Love, and His Love is revealed in Truth, Goodness, and Beauty.  
God's Love is revealed in His Creation, in our beautiful world, in His Holy Catholic Church,  
in our families, in our friends, and in every human person, and we welcome all in the Holy Name of Jesus.

At St. Bernadette's, we believe that every child is a precious gift from God to each of our families,  
created in His own image and likeness so as to radiate His Love, Truth, Goodness, and Beauty.

We believe that every child has been blessed by God's Grace to know Him and love Him,  
and to know of God's infinitely deep and abiding Love for each of His children.

Upon entering our academy, children are welcomed into a loving, caring, safe, and nurturing environment,  
beginning a journey with us through which they will grow and mature, blossom and flourish.

We help our families to form their children by providing a well-rounded education,  
full of challenge and rigour; fun and creativity; excitement and wonder.

**'Striving for excellence in all that we do, reflecting the Light of Christ to the world'**

Our academy motto expresses our firm and enduring commitment to endeavour for excellence.  
We believe that every child has been created by God to strive for excellence in all aspects of life,  
and when united in friendship with Jesus, they are empowered to reflect the Light of Christ to the world.

**Jesus said: "I AM the Way, the Truth, and the Life."**

**"I have come so that they may have life, and have it to the full."**

**JESUS IS 'THE WAY'** so let us walk in His footsteps of Love and Friendship, and follow His example of Goodness.

**JESUS IS 'THE TRUTH'** so let us listen to what He says, believe His teachings, and profess His Gospel.

**JESUS IS 'THE LIFE'** so let us live by His commandments to love God, and love our neighbour.

When we do these things, Jesus will help us to lead the life He wants us to have, 'and have it to the full'.  
Just as Jesus said that He is 'the Cornerstone' on which we should build our whole lives, in the same way,  
our Cornerstone Values, centred on Christ, provide the firm foundation for all that we do in our academy.

### OUR CORNERSTONE VALUES

<b>LOVE</b>	To love God with all our heart, soul, and mind; and to love our neighbour as Jesus loves us.
<b>VIRTUE AND GOODNESS</b>	To grow in virtue, becoming more like Jesus in what we think, say, and do. To be well-behaved and well-mannered; courteous and polite; considerate and helpful; kind and forgiving.
<b>PRAYER AND SERVICE</b>	To be friends with Jesus through prayer and devotion, liturgy, and worship of God. To live out the Gospel in service of others – our family, academy, parish, the wider community, and also in charitable outreach to those less fortunate than ourselves; the poor, the disadvantaged, and the suffering.
<b>RADIANCE</b>	To enkindle our God-given gifts and talents, so that we may shine like bright stars for all to see.
<b>JOY</b>	To aspire to be happy, cheerful, and healthy; confident yet humble; compassionate and heroic.
<b>WONDER</b>	To be inspired by a spirit of enquiry and wonder, taking delight in creativity and discovery.
<b>EXCELLENCE</b>	To strive for excellence, and have high aspirations to work hard and achieve our very best.

We believe that every child is unique and special, created by God for a special reason,  
with a unique mission – a vocation which God is calling them towards – and we believe that God has blessed  
each child with the character, gifts, and talents to help them succeed and be happy in their mission.

At St. Bernadette's, it is our honour and our passion to help, support, and encourage each child  
to fulfil their God-given potential, and ready them to contribute positively to society in service of others.

Walking in footsteps of love with Jesus, following the example of Our Lady of Lourdes and Saint Bernadette,  
may each child come to know of their special place in God's Heart, and when 'Heart speaks unto heart',  
may each child have the trust and confidence to pray the words of this prayer by Saint John Henry Newman:

**'God has created me to do Him some definite service.  
He has committed some work to me which He has not committed to another.  
I have my mission.'**



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## 1. 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.

## 2. Legislation and 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](#), 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.

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed Lead Paediatric First Aider and Deputy Lead First Aider (see Appendix 1), head a team of qualified first aiders. 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 (see Section 7) 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, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date.

Our school's first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The Local Governing Body**

The Local Governing Body 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.

### **3.3 The Headteacher**

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

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times, including during wraparound hours, and attendance on school trips
- Ensuring that first aiders have an appropriate qualification, keep training up to date, and remain competent to perform their role
- Ensuring that all staff are aware of first aid procedures
- 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 (see Section 6).

### **3.4 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 in the Accident, Incident & Illness Report Form duplicate book, 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.

## **4. First aid procedures**

### **4.1 In-school procedures**

**In the event of an illness or accident resulting in injury:**

- The closest member of staff present will assess the seriousness of the illness or 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 child 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 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 attending first aider will contact parents immediately
- The attending first aider will complete an accident report form in the Accident, Incident & Illness Report Form duplicate book, the top copy of the report must be given to parents
- Should the attending first aider finish their working day before all procedures are complete, they will hand all notes to the Lead Paediatric First Aider or Deputy Lead First Aider.

## **CATEGORIES OF INCIDENTS AND PROCEDURES**

### **Minor Illness, Accidents and Injuries**

The adult in charge initially looks after the injured/sick party. If deemed necessary, a member of staff will take or (if safe to do so) send the child to the Medical Room.

All incidents requiring first aid intervention are recorded in the Accident, Incident & Illness Report Form duplicate book, by the member of staff treating the injured/sick party, with the top copy (recording details of the incident/actions taken) sent home to parents. This copy should be given to the child or the child's class teacher immediately or as soon as is convenient after the first aid being given and these should be sent home on the same day as the injury occurred. An Arbor App message will be sent to parents to inform them of the form.

### **Treating Minor Cuts, Bruises and Nosebleeds**

In all cases of injury, it is understood that there is at least one adult present:

- A first aider should administer first aid if appropriate. Cuts and grazes are cleaned with an antiseptic wipe and plasters/bandages are applied if deemed appropriate. The use of disposable plastic gloves is mandatory
- The class teacher is informed by the first aider, and the injury record is given to them/the child
- Teacher observation is maintained
- Children take the top copy of the Accident, Incident & Illness Report Form to give to their parents the injury record
- If in doubt, the parent/carer is contacted
- An Arbor App message will be sent to parents to notify them of the form.

Some children may have allergies to plasters etc. Staff members will check the details held on Arbor. In addition to this, staff will always ask individual children whether they can wear plasters prior to administering. In the case of any doubt or uncertainty, advice should be sought from a senior member of staff or contact made with parents.

### **Treating More Serious Illness, Accidents and Injuries**

If considered safe to do so, the injured party is taken to the Medical Room. Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

In case of allergic reaction/anaphylaxis see guidance from:  
<https://www.nhs.uk/conditions/anaphylaxis/> dated November 2019.

### **Stings/Bites**

To treat an insect bite or sting:

- Remove the sting or tick if it is still in the skin
- Wash the affected area with soap and water
- Apply a cold compress (such as a flannel or cloth cooled with cold water) or an ice pack to any swelling for at least 10 minutes, up to a maximum of 20 minutes
- Raise or elevate the affected area, if possible, as this can help reduce swelling
- Avoid scratching the area, to reduce the risk of infection.

If the case is serious, parents are contacted.

### **Faints and Shocks**

- A first aider should administer first aid if appropriate
- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure the casualty when they recover
- Contact parents.

### **Vomiting and Diarrhoea**

In the event of vomiting or diarrhoea, parents must be immediately contacted to take the child home and information on care and returning to school given. The areas the child has been in must be made safe immediately and cleaned as soon as possible.

### **Very Serious Illness and Injuries**

In the event of a very serious illness or injury, parents are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option, particularly in the case of rapid blood loss. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company. Parents are kept informed of developing situations. Very serious injuries are considered to be:

- Severe Bleeding
- Burns
- Scalds
- Unconsciousness.

## **4.2 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 Evolve Leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits. For Early Years Foundation Stage trips and visits, the first aider will hold a current paediatric first aid certificate, as required by the Early Years Foundation Stage Statutory Framework.

## **5. 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
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic 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.

## **6. Record-keeping and reporting**

### **6.1 Accident, Incident & Illness Report Book**

- An accident form will be completed in the Accident, Incident & Illness Report Form duplicate book, by the attending first aider on the same day
- As much detail as possible should be supplied when reporting an accident
- If the incident requires the child to be sent home, a copy of the accident report form will also be added to the pupil's educational record on CPOMS by the Lead Paediatric First Aider or the Deputy Lead First Aider as soon as practically possible
- Records held in the first aid and accident books will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **6.2 Reporting to the HSE**

The Headteacher 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 Headteacher 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
  - 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 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
- 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>

### **6.3 Notifying parents**

The attending first aider will inform parents of any illness, accident or injury sustained by a pupil, and any first aid treatment given, on the same day, using the Accident, Incident and Illness Report Form top copy and an Arbor App message.

In the case of a more serious incident/illness, parents are immediately informed via telephone.

### **6.4 Reporting to Ofsted and child protection agencies**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or the 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 Designated Safeguarding Leader will also notify North Lincolnshire Council's Single Access Point Team of any serious accident, illness or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

All school staff are able to undertake first aid training if they would like to.

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, along with details of the 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.

## **8. Monitoring arrangements**

This policy will be reviewed by the Medical Needs Leader every 2 years.

At every review, the policy will be approved by the Local Governing Body.

## **9. Links with other policies**

This First Aid Policy is linked to the:

- Asthma Policy
- Health and Safety Policy
- Supporting Pupils with Medical Needs Policy
- Risk Assessment Policy.

## Appendix 1: List of appointed persons for first aid and trained first aiders

Staff Member	Role
Mrs. M. Kukawska	Lead Paediatric First Aider
Mrs. M. Holland	Deputy Lead First Aider
Mrs. C. Bain-Remmer	Paediatric First Aider
Miss H. Fenwick	Paediatric First Aider
Mrs. D. Hussain	Paediatric First Aider
Mrs. F. Khan	Paediatric First Aider
Mrs. L. Lewis	Paediatric First Aider
Mrs. N. Pentecost	Paediatric First Aider
Mr. J. Rigby	Paediatric First Aider
Mrs. J. Rigby	Paediatric First Aider
Mrs. K. Smith	Paediatric First Aider
Mrs. C. Swaine	Paediatric First Aider
Mrs. H. Wilson	Paediatric First Aider
Mrs. E. Correia	First Aider
Miss M. Hanly	First Aider
Mrs. C. Sawczuk	First Aider

Mrs. R. Southwick	First Aider
Miss E. Sutton	First Aider

