

Oldswinford Church of England Primary School



First Aid Policy

**Approved by the Governing Body:
16th September 2022.**

**Reviewed: July 2025
Review due: July 2028**

**Signed: _____
Chair of Governors**

CONTENTS

SECTION 1:	~Page~
~Context	3
~Vision, Values & Ethos	3
~Rationale	4
~Purpose & Principles	4
~Equality, Diversity & Inclusion	4
~Roles & Responsibilities	4
~Review	4
SECTION 2:	
Roles & Responsibilities	5
First Aid Procedure	6
First Aid Equipment	7
Record-keeping and Reporting	7
Training	9
Links with other policies	9
Appendix 1 ~ List of Qualified First Aiders	10
Appendix 2 ~ Process for recording a first aid incident on Medical Tracker	11

SECTION ONE

Context

Oldswinford Church of England Primary School (OCEPS) is a voluntary controlled primary school within the diocese of Worcester. We are a much larger than average primary school averaging 420 pupils on roll. Children from Reception to Year 6 are taught in two classes in each year group. OCEPS is a popular school which is consistently over-subscribed.

"The pupils are polite, courteous, confident, articulate and keen to do their best. Children feel safe in school, and have great confidence in their teachers and other adults in school to help with any problems they have." Ofsted January 2018.

Vision, Values & Ethos

We fully embrace our distinctive church school ethos and wholeheartedly promote the whole child and the fullness of life, as set out in our ethos, vision and values:

'Believe, achieve and shine brighter together'

At Oldswinford Church of England Primary School we believe that there is a light which shines within each of us – a light that has been given to us by God, which we should use to help us achieve great things.

We believe it is our job to help that light to shine in all that we do and all that we try to do.

Believe

'Everything is possible for one who believes'

Mark 9:23

As a Church of England school we offer all children an invitation into the Christian faith, a chance for them to develop spiritually as well as intellectually, socially and morally. We want children to believe in their own abilities, to persevere when things are tough and we encourage them to aim high and follow their dreams.

We want them to have the confidence to stand up to injustices and to make wise choices.

Achieve

'Whatever you do, work at it with all your heart' Colossians 3:23

We have high aspirations for all our learners and believe that every child should have the chance to reach their potential. We recognise that achievements come in many guises and we look to celebrate each child's individual talents. We want to ensure our children are prepared for the next steps in their learning journey and they have all the skills they need to flourish and be happy.

Shine brighter together

'Let your light shine for others, so they may see your good works'

Matthew 5:16

We believe that we all belong to one big family and each of us has a special part to play. We understand the need for our children to be responsible citizens especially when caring about our world and the people around us. As individuals we are unique and special but together, with God, we can be exceptional.

Our vision and 7 key Christian values of love, respect, trust, courage, forgiveness, generosity and joy enable us to 'believe, achieve and shine brighter together'.

Rationale:

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, health and safety in schools and DfE and Public Health England guidance on Coronavirus, 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 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.

The contents of this policy also apply in full to Oldswinford CE Primary School Before & After School Club.

Purpose & Principles:

- 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.

Equality, Diversity & Inclusion:

We believe that the broad principles in this policy should be applied equally to all pupils, regardless of ability, gender, race or culture, including those with special educational needs;

Roles and Responsibilities

- Governors: ensure that this policy is reviewed in a timely manner, either before the review date stated in the policy or before if legislation changes sooner.
- Head teacher/ SLT: ensure that the policy is adhered to by all stakeholders
- Business & Resources Manager: ensure that the policy is reviewed as required and that office staff and teaching staff are fully aware of their responsibilities in respect of this policy.
- Office Manager: monitoring the notification of parents on Medical Tracker, and following up any that are missed.
- Office Staff: ensure accurate record keeping; and keeping contact details up to date, as detailed later in this policy. Contacting parents/carers by telephone when requested to by first aiders.
- All other staff: ensure that any incidents requiring first aid are dealt with promptly by an appropriately trained member of staff.
- Parents /Carers: ensure that they communicate effectively with school with regard to contact details and arrangements for the care of the health needs of their children as necessary.

Policy Review

This policy will be reviewed every 3 years (unless guidance changes before this) by the Business and Resources Manager and taken to the Governing Body Resources Committee for approval.

Section Two

Roles and Responsibilities

➤ Appointed persons(s) and first aiders

The school has 22 trained paediatric first aiders and 6 first aid at work trained staff. 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 content of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Recording all first aid incidents, notifying parents/carers and relevant staff of the incident via Medical Tracker and completing an accident report form (if required).

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.
- Record the incident on Medical Tracker on the same day, or as soon as is reasonably practicable, after an incident.

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

➤ The Local Authority and Governing Body

Dudley Local Authority 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 body.

The Governing Body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

➤ 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.
- 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.

➤ Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Ensuring that emails are checked regularly as notification of any incidents relating to children in their class will be sent via this method.
- 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 the scene until help arrives.
- Children with minor injuries may be asked to go and wash their hands, knees etc. if they are particularly dirty after falling. However, the first aider should wipe any open wound with an antiseptic wipe themselves – a child should not do this.
- The first aider will 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 by office staff and asked to collect their child. Upon their arrival, the first aider or office staff will recommend next steps to the parents / carers.
- If emergency services are called, a member of the SLT team or, if not available the School Administration team will contact parents immediately.
- The relevant member of staff will complete an incident log on Medical Tracker on the same day or as soon as is reasonably practical after an incident resulting in injury.
- In the case of a serious injury, an accident report form (available from the School Business Manager's office) should be completed and handed to School Business Manager for processing.
- If a child refuses first aid treatment, staff should use their own judgement and if in doubt seek a second opinion from a senior member of staff. Generally, unless there has been a head bump or broken skin that needs cleaning, we will not insist that first aid is administered.

➤ 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
- School tablet (iPad)
- Paper copies of first aid notification form (in case Medical Tracker is inaccessible – the incident should be recorded on Medical Tracker as soon as possible after the trip is over)
- Information about the specific medical needs of pupils (report available from Medical Tracker)

- Any emergency prescribed medication
- Access to parents' contact details (report available from office staff)

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

Some children will require individual risk assessments dependant on individual circumstance (e.g.: medical, SEN, behaviour). This should be completed by the lead member of staff, signed by parents / carers and submitted together with the trip risk assessment to the EVC.

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

There will always be at least one first aider on school trips and visits in Keys Stage 1 and 2.

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
- Burn dressings

No medication is kept in first aid kits.

Record-keeping and reporting

All Injuries:

- **Any minor injury** needing only minimal first aid treatment (e.g.: a wipe, cold compress, plaster or ice pack for a short time) should be recorded using the online Medical Tracker and a notification sent home to parents / carers. If for any reason Medical Tracker is not available, a paper copy of the first aid notification form should be completed and sent home, Medical Tracker should be updated as soon as possible afterwards.
- **Any more serious injury** (significant head bump, suspected broken bone, significant loss of blood) should be dealt with as above. Plus, first aiders are responsible for asking office staff to phone home and if the child is remaining in school, informing the adult in the child's classroom. It is imperative that the message regarding how the incident occurred and the injuries sustained is accurate.
- **Any incident**, even if only minor should be reported to the class teacher or adult in the child's classroom after treatment has been administered, to ensure that the child is

observed until the end of the school day (this includes any after school clubs). Teachers or TAs should ensure that parents/carers are also informed at the end of the school day. First Aiders are responsible for asking the office staff to make a phone call home. In addition to this a notification should be sent via Medical Tracker using the following link: Send Notification > Internal Notifications > Email message.

- **Phone calls home** should always be made for more serious injuries, as well as the online notification. Phone calls home should be made by office staff, or if not available, the first aider who dealt with the child.

Serious Injuries:

- **An Accident Report Form** must be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in injury. Copies of these forms are kept in the School Business Manager's office and should be given to the School Business Manager once completed.
- The School 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 School Business Manager will report these to Dudley Health and Safety and Health and Safety Executive (HSE) as soon as reasonably practicable and in any event within 10 days of the incident.
- **Reportable injuries, diseases or dangerous occurrences include:**
 - Death
 - Fractures, other than fingers, thumbs or 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 or pupil 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 injury, but could have done. Example of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts or 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 circuit or overload causing fire or explosion.
- Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious incident, 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 Headteacher will also notify local authority child protection agencies 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 (see appendix 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

Links with other policies

This first aid policy is linked to:

- Health and Safety Policy
- Policy for supporting pupils with medical conditions
- Learning Outside the Classroom and Educational Visits Policy

Qualified First Aiders

Name	Qualification
Lynne Graham	Emergency First Aid at Work & Paediatric First Aid
Corrine Buckley-Brown	Emergency First Aid at Work & Paediatric First Aid
Elloise Clark	Emergency First Aid at Work & Paediatric First Aid
Jane Gittins	Emergency First Aid at Work & Paediatric First Aid
Debbie Kirby	Emergency First Aid at Work & Paediatric First Aid
Cath Plant	Emergency First Aid at Work & Paediatric First Aid
Nikki Knight	Emergency First Aid at Work & Paediatric First Aid
Sophie Cooksey	Paediatric First Aid
Victoria Dunn	Paediatric First Aid
Isobel Edgar	Paediatric First Aid
Cath Harris	Paediatric First Aid
Zara Elliott	Paediatric First Aid
Anne-Marie Walta	Paediatric First Aid
Nicky Rogerson	Paediatric First Aid
Kim Rubery	Paediatric First Aid
Sarah Connolly	Paediatric First Aid
Jo Carton	Paediatric First Aid
Nikki Knight	Paediatric First Aid
Jess Hardy	Paediatric First Aid
Caroline Hicks	Paediatric First Aid
Nicolette Rose	Paediatric First Aid
Daisy Perry	Paediatric First Aid
Teresa McDonald	Paediatric First Aid
Cal Price	Paediatric First Aid
Lucianne Dickens	Paediatric First Aid

Appendix 2

Process for recording a first aid incident on Medical Tracker

Web Link:

https://conkaa.eu.auth0.com/login?state=g6Fo2SBTMWJEaFIVNWy4TTNHZXRvWU1mSXkwMGU1RGY4R2F6TKN0aWTZIFVJc25EY2VrY0lpbThIV2ITM1VHV2xOMVILN3JuS1NEo2NpZNkgMmVmbWJlQzgzSDBCODI5ZTk1MDFmZDFvRFBONzBXYjg&client=2efmbHC73H0B829e9501fd1oDPN70Wb8&protocol=oauth2&audience=https%3A%2F%2Fconkaa.eu.auth0.com%2Fuserinfo&response_type=code&redirect_uri=https%3A%2F%2Fschool.medicaltracker.co.uk%2Fcallback&scope=openid%20profile

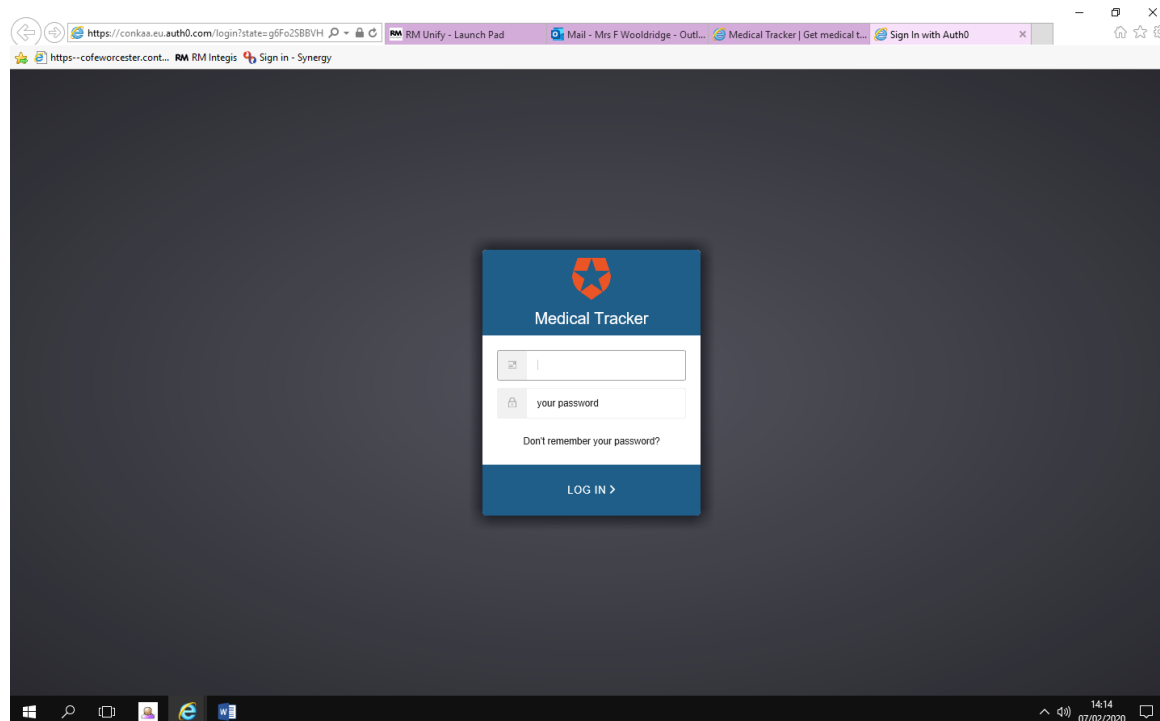
If using the school iPad to access the site, the app is saved on the desktop and is called ‘Conkaa’

I would recommend saving the link to your favourites or adding to your RM Unify Launch Pad for ease of future use.

1. Log in.

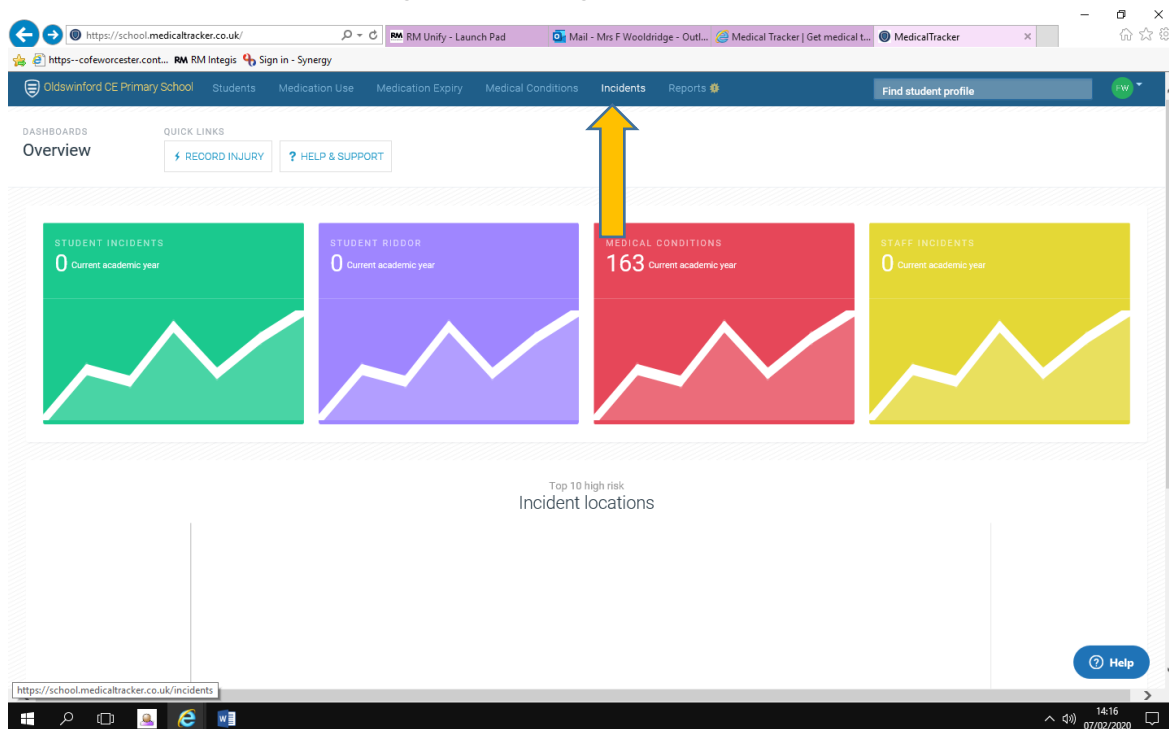
Username: school email address

Password: whatever you’ve set it when you received a joining email.



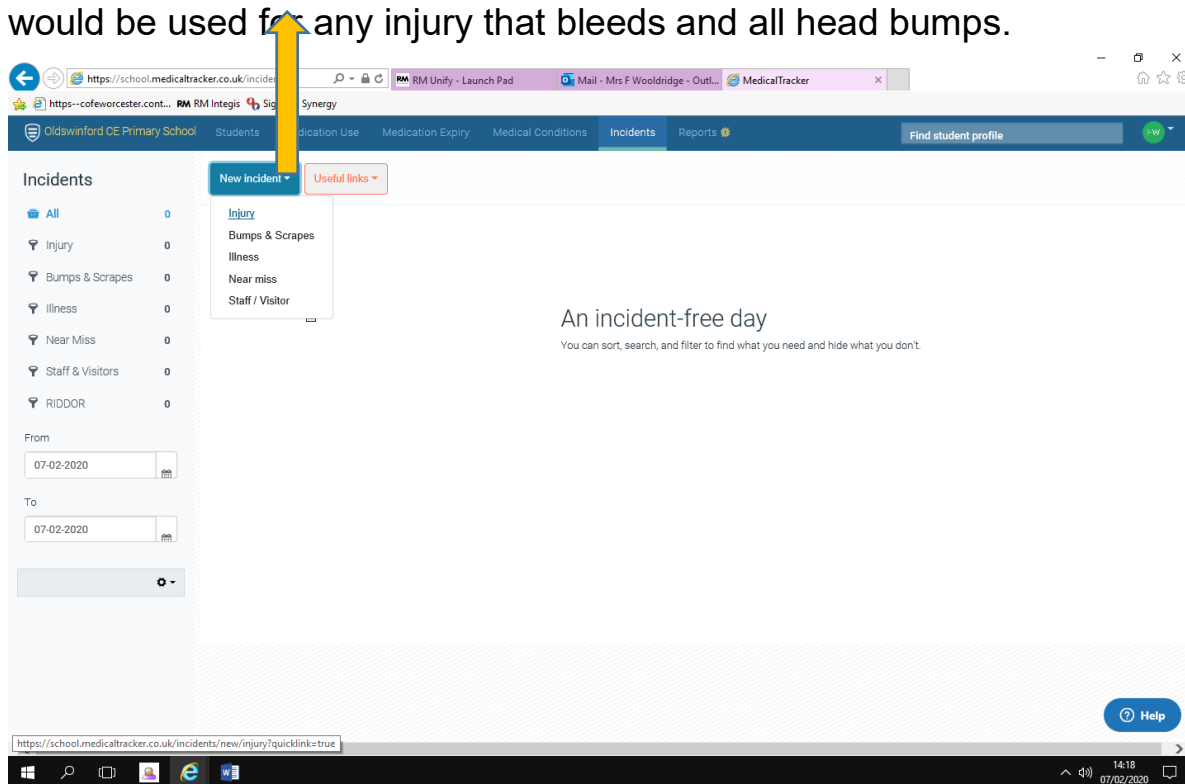
2. Incidents

Click on 'Incidents' along top of page



3. New Incident

Click on triangle to the right of 'New Incident' and select the one that best describes the incident you are dealing with. 'Injury' or 'Bumps/Scrapes' will be the most commonly used. You would use 'Bumps/Scrapes' for minor injuries, e.g.: scraped knee (no blood), bang on the hand (slight redness). 'Injuries' would be used for any injury that bleeds and all head bumps.



4. Complete Injury Form

Complete all boxes. Many of the boxes have 'predictive text' so children's name, first aider name treatment administered will start to appear as you type. If the child has a known medical condition, this will be displayed on the form and if there is a Health Care Plan for this child it will appear for you to click on it to open it. Click 'Save' at the bottom of the form.

Important to Note:

NOTES: these can only be seen in school and will not be reported to parents. Obviously professional language should be used at all times. However, this could be used to record that the injury was as a result of a fight and name the other pupil involved.

CONFIDENTIAL box should be ticked rarely and only if you have a safeguarding concern. Please note this should be reported in the usual way CPOMS / forms

RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents. 23 Jul 2019.

Any injury that requires more than minor first aid, such as a trip to a doctor or hospital to receive stitches, surgery, prescription medication or medical appliances (crutches, braces, casts, etc.), is a recordable injury.

The screenshot shows the 'MedicalTracker' web application interface. On the left is a sidebar with a list of incident categories: All, Injury, Bumps & Scrapes, Illness, Near Miss, Staff & Visitors, and RIDDOR. The main area displays the 'Injury' form. The form has several sections: 'Student's name*', 'Name of first aider', and 'Incident date & time*'. Below these are 'Location of incident*', 'Injured area*', and 'Injury / Symptoms*'. The 'Injury description' section has a text area with the prompt 'Please provide as much information as possible'. The 'How it happened?' section has a dropdown menu. The 'Treatment administered*' section has a text area. The 'What happened next?' section has a dropdown menu. There is a 'notes' section with a text area. At the bottom, there are checkboxes for 'Confidential?' and 'RIDDOR reportable?', and a 'Save' button. The browser's address bar shows the URL 'https://school.medicaltracker.co.uk/incidents/new/injury'.

5. Select correct letter template

Click on drop down box as indicated.

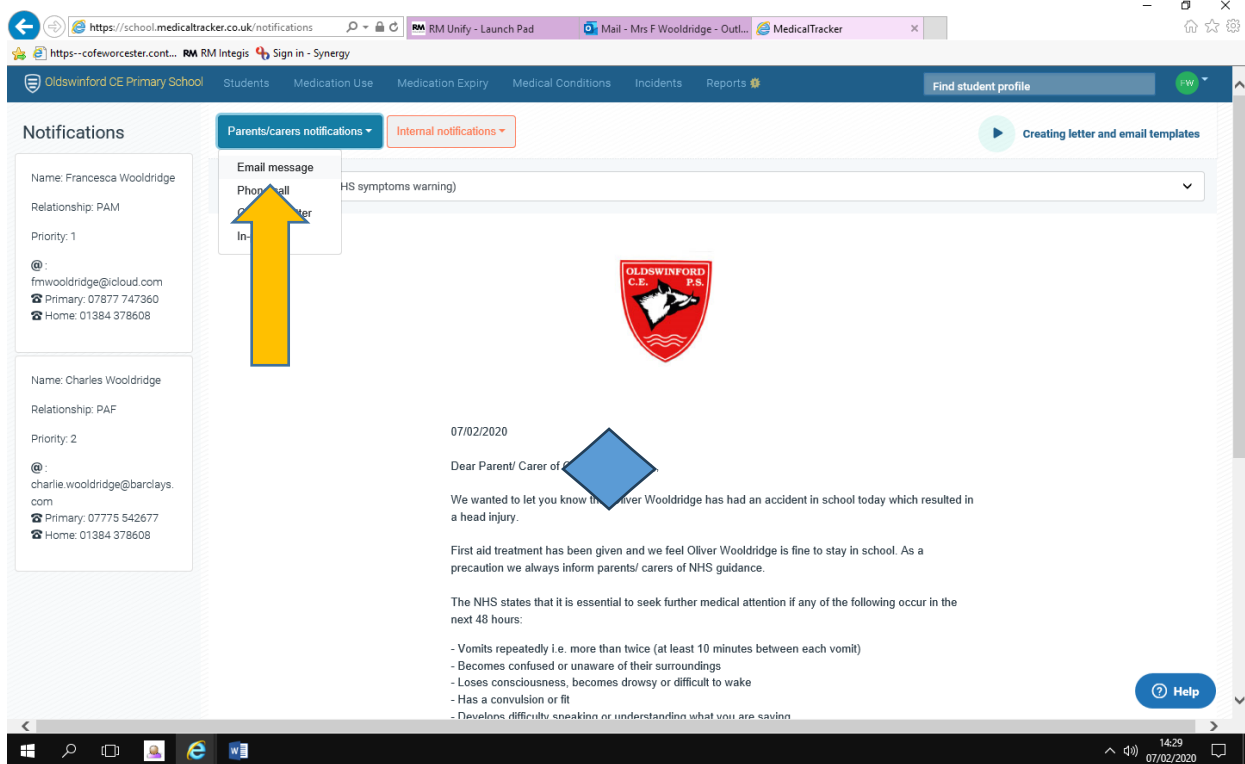
The screenshot shows the 'Notifications' section of the MedicalTracker interface. On the left, there are two notification cards for Francesca Wooldridge (PAM) and Charles Wooldridge (PAF). The main area displays a detailed notification for an injury. At the top right of this notification card, there is a dropdown menu. A yellow arrow points to this dropdown menu, indicating where to click.

6. Send notification to parents / carers

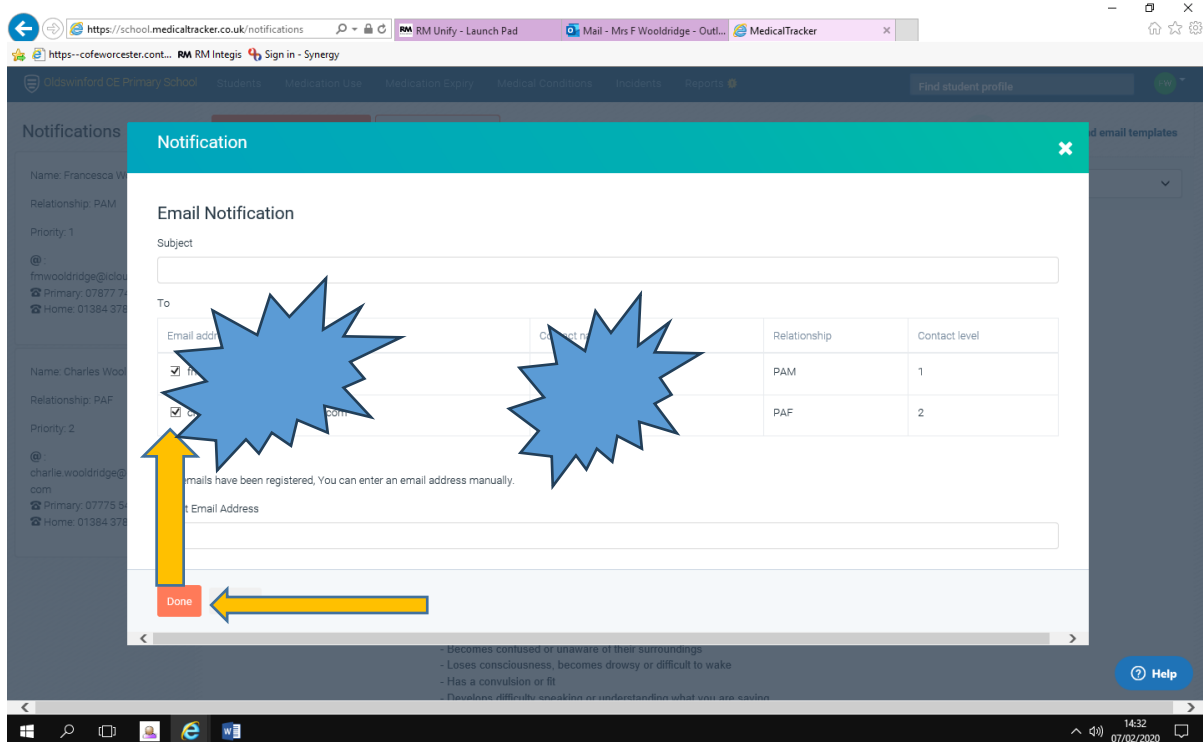
Click on 'send notification' at top of screen

The screenshot shows the 'Incidents' section of the MedicalTracker interface. At the top, there are buttons for 'Edit', 'Send notification', 'Create PDF', and 'Print'. Below these is a card for an incident titled 'Injury'. A yellow arrow points to the 'Send notification' button. The incident card shows details such as 'Date & Time' (07/02/2020 14:21 pm), 'Location' (Field), and 'Details' (Injured area: Back of Head, Injury / Symptoms: Bump/Bruise, Description: No broken skin. Large lump on back of head, How it happened: Accidental Occurrence).

Click on triangle to the right of 'parents / carers notifications' and then click 'email message'.



Select all email addresses to send the notification to, in case of split families. Then click 'Done'.



7. Finished!

To go back to the start page again, click on 'Incidents' at top of page (see screen shot in No. 2).