



'Our School is a Christian community in which pupils, staff, parents, governors and parishioners are working together, within a safe, healthy and stimulating learning environment, to achieve education of the highest possible quality, in order to prepare pupils to meet the challenge of their futures.'

'We celebrate the value of each child and set high expectations of them in our endeavours to sustain and develop their gifts and talents.'

Date Adopted	Summer 2 2023
Signed (Governors)	Robin Lord
Signed (Headteacher)	E A Travis
Date for review	Summer 2 2026

Introduction

It is Holy Trinity policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

Legal responsibility

Our duty to provide first aid at work is governed by the Health and Safety (first aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school. Personal

We are also required to review this assessment periodically to ensure that the current provision is adequate. In order to comply with these regulations, our assessment has considered a number of factors, including the following

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

Responsibilities and First Aid personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons are responsible for:

- In the absence of a first aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that supplies are re-stocked when necessary.

Procedures

The following are general first aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premises has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and, if required, then call 999 or 112 for further advice.

Where a child is involved contact the parents in the first instance. If the parents cannot be reached the school will make the decision (see appendix 1 – medical emergency flowchart)

- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to the Headteacher
- If a first aid kit is inadequately stocked, this should be reported to the Headteacher
- All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing the Headteacher when it is insufficiently stocked.
- All accidents that require first aid are recorded on our online app First aid. This provides reports to parents and SLT.

Dealing with visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book.

Children with medical needs

A list of children who have epipens, inhalers or who have diabetes is kept in the school office and all teachers are informed. Inhalers for asthmatic pupils are kept in the child's classroom. All medication is labelled. For pupils who have medical needs outside asthma please see our policy on Management of medicines.

Staff Training

All staff undertaking first aid duties will be given training in accordance to current legal requirements. At Holy Trinity all staff have basic first aid training. Designated officers for first aid have further training to enable them to comply with this role. The names of our officers are displayed in our medical room.

Information for employees

We acknowledge that first aid arrangements will only operate efficiently when they are understood, by both employees and others who may be working on our premises. These include part-time and

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temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

First aid boxes can be found in the following locations

- First Aid room
- Nursery
- Reception and Class 1 corridor
- Class 3 external area
- Class 4 and 5 corridor
- Kitchen

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Registration / Admissions Data	Name D.O.B. Address Telephone Medical Issues Parental Details	Legally Required To For Admission To School Well-Being of Your Child Communication	All Staff (Where Necessary)	Initially Completed On Paper Then Entered Onto School's Information Management System Paper Version is Shredded	Held On File Throughout Child's Time At School Passed Onto New School When Moving Computer Retains Copy of Records in 'Archive'

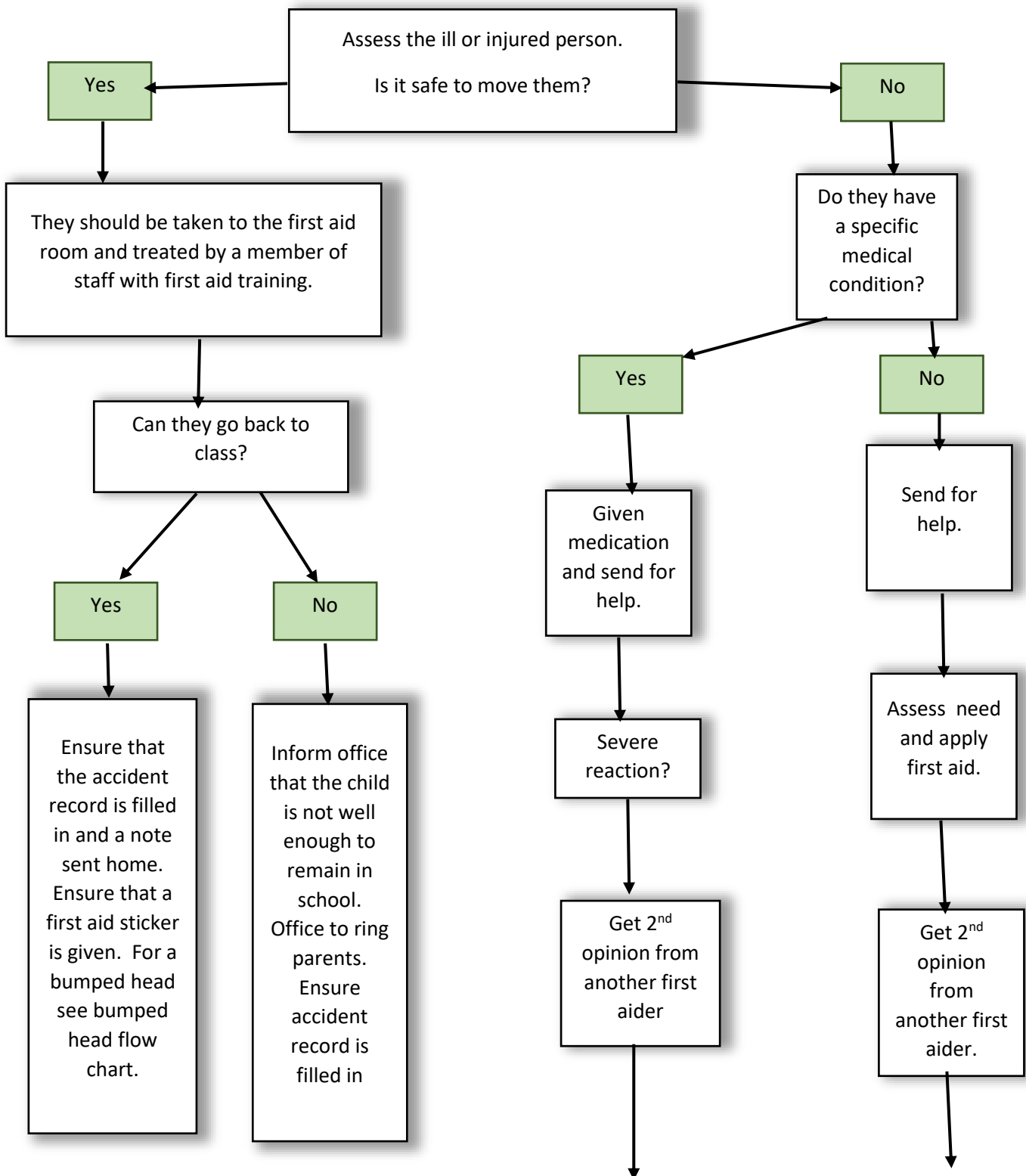
As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements

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✓		
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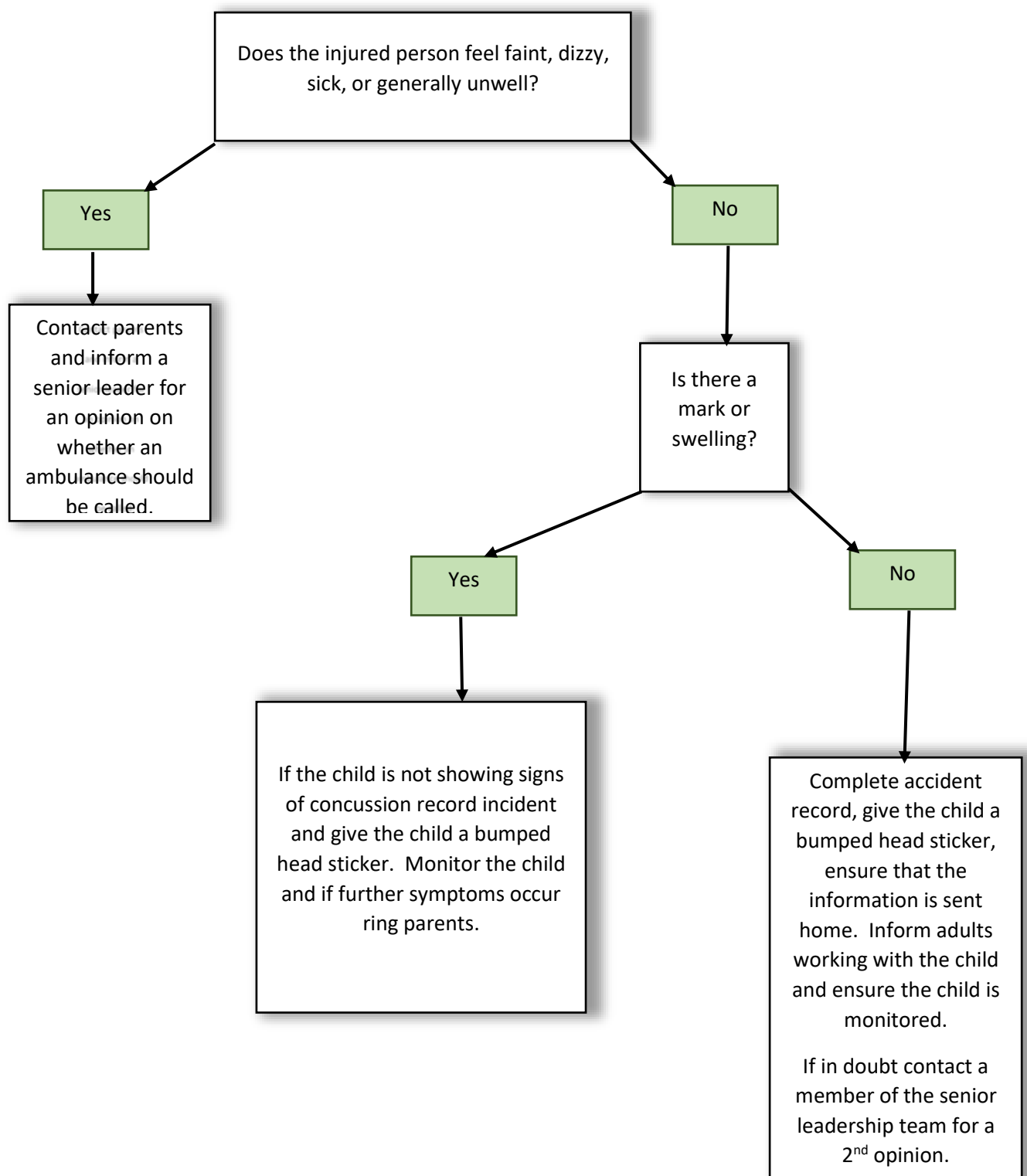
Appendix 1: Medical Emergency – flowchart



Dial 999.

Dial 999.

Appendix 2 – Bumped Heads – procedures



Appendix 3 – Recognising Serious Head injuries

Concussion	Compression
Unconsciousness for a short period, followed by an increase in levels of response and recovery.	Could have a history of recent head injury with apparent recovery, but then deteriorates.
Short term memory loss (particularly of the incident). Confusion, irritability.	Levels of response become worse as condition develops.
Mild, general headache.	Intense headache.
Pale, clammy skin.	Flushed, dry skin.
Shallow/normal breathing	Deep, noisy, slow breathing
Rapid, weak pulse	Slow, strong pulse
Normal pupils, reacting to light.	One or both pupils dilate as pressure increases on the brain.
Possible nausea or vomiting on recovery.	Condition becomes worse. Fits may occur. No recovery.

IF IN DOUBT ASK FOR A 2ND OPINION!

