



First Aid Policy

Policy written November 2017 – Review date November 2024

1.0 Statement

1.1 Bradford Christian School seeks to provide a safe environment in order to safeguard and minimise the risk to staff, students, visitors and contractors of Bradford Christian School. To this end, we provide a framework for responding to an incident and recording and reporting the outcomes.

2.0 Responsibilities

2.1 Staff members are appointed and trained in first aid by our in-house accredited trainer according to their hours and their responsibilities in school. Those staff who hold a current First Aid Certificate are listed in Appendix 2. All first aid trained staff will be provided with a personal face shield to be used in the event that mouth to mouth resuscitation is required.

2.2 In EYFS at least one person will be first aid trained and will hold a current Paediatric First Aid certificate and be available at all times when children are present. (Paediatric first aid requirements in the statutory framework for the early years foundation stage) Their certificate will be held in the health and safety folder.

2.3 A trained first aider carrying a first aid kit will go on all school trips and on any EYFS trips a fully trained Paediatric first aider will be present on the trip.

2.4 The school will undertake all required Risk assessments e.g. Building risk assessments, school visit risk assessments, fire risk assessments and general health and safety checking to ensure that the school environment is a safe place in which to work and learn.

2.5 The head teacher is responsible for:

- Ensuring that an appropriate number of trained first aid staff 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 • Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary within 10 days of the incident, except where the injury is fatal or a major injury, in which case this will be reported by telephone immediately, and followed up in writing within 10 days.
- Will notify **ISI** of any serious accident, illness or injury to or death of an EYFS pupil while in the school's care. This will happen as soon as is practicable, and no later than 14 days after the incident. • Will notify Bradford Children's social care of any serious accident, illness or injury to or death of an EYFS pupil while in the school's care.

3.0 Key Principles

3.1 Bradford Christian School will comply with The Health and Safety (First-Aid) Regulations 1981 and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

3.2 Bradford Christian School will adopt the following procedures and practices.

- Good housekeeping will be adhered to in order to prevent accident or injury from striking objects, slips and trips.
- Children will be informed of the actions they need to take to prevent injury in classrooms and as part of assemblies.
- First Aid boxes are kept as follows; in the staff room, kitchen, EYFS, room 3, room 5, Secondary **AP** and Science lab.
- Portable First Aid kits will be taken on all trips.
- All medical kits will be checked on a monthly basis and those checks recorded. (see appendix **3**) • Where applicable, accidents and incidents will be reported according to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) in the event of:-
 - death or major injury,
 - an employee or student being absent from work for over three days as a result of an injury sustained at Bradford Christian School,

- or a dangerous occurrence
- an employee or student being detained in hospital overnight as a result of an accident in school.
- Our trained first aid staff will:
 - Act 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
 - Take charge when someone is injured or becomes ill and where appropriate call for an ambulance or other professional medical.
 - Send pupils home to recover, where necessary observing the protocols set out in 4.7
 - Fill in an accident report on the same day, or as soon as is reasonably practicable, after an incident detailing what happened, to whom and where it occurred and what action they took.

4.0 Procedures for managing an incident requiring first aid

4.1 In the event of an accident resulting in injury in school:

- 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 scene until help arrives
- The first aider will also 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 they will follow the protocols set out in 4.7, 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, a member of SLT will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 In the event of an accident resulting in injury Off-site the above procedures for an on-site accident should be followed and:

- 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 organising teacher prior to any educational visit that necessitates taking pupils off school premises.

4.3 **Medical Records:** Parents will complete medical information for their child using the parent portal on the MIS system on an annual basis. It is the parent's responsibility to update the portal with any updates relating to their child's medical conditions and needs.

4.4 All Asthma medication will be stored in an appropriate place in the child's classroom in respect of Primary and AP students, and all Middle and Upper students will carry their inhalers with them. Any other medication required to be taken during school time will be stored in the medical cabinets in EYFS and the medical room or the staff cupboard in the AP unit.

4.5 **Accident Recording**

- Middle and upper students should **see a department First aider or** go to the office in the event of a minor accident and the school secretary will ensure that a trained first aider administers the appropriate first aid, **the first aider will record the details on MIS.**
- Details of accidents are recorded by the First Aider (if not completed by the school secretary) on MIS
- Parents will be notified via MIS that the student has had a minor accident at school and the action taken.
- A head injury treatment guidance sheet for the parents will be given to all children whose accident resulted in a head injury. (See appendix 1)

4.6 **Sickness in School** - Parents are requested not to send their child to school if they feel unwell or have been sick during the night. Children who have been absent due to sickness may return to school 24 hours after they start to feel better if there are no other symptoms - If there are other symptoms - fever, diarrhoea, headache, they should not return to school for 48 hours.

4.7 Class teachers should refer sick pupils to a member of the senior leadership team who will make a decision as to whether the pupil rests in the medical room or goes home. Parents will be called if they are to go home. The table below shows which SLT member will make decisions for students to be sent home for which areas of the school:

| SCHOOL AREA | DECISION MAKER | IF NOT AVAILABLE REFER TO: |
|-------------|-----------------|----------------------------|
| EYFS | Head of Primary | Any member of SLT |
| Primary | Head of Primary | Any member of SLT |
| Middle | Head of Middle | Any member of SLT |
| Upper | Head of Upper | Any member of SLT |
| AP | Head of AP | Any member of SLT |

4.8 **Medicines and Tablets** Staff will not administer medication to Primary pupils other than antibiotics which will be given at their discretion without a pre prepared health care plan and signed permission to administer medication by the parent. The medicine must come to school in a named bottle with clear instructions for administration. The teacher giving the medication will sign to say the time it was taken and return the medicine to the parent or carer at the end of the day.

4.9 Secondary students are allowed 1 paracetamol if permission has been provided by their parents beforehand through the parent portal on MIS and after checking they have not recently taken other medication. Written permission will be requested annually from parents when the annual medical information is completed on MIS. Parents will be informed via MIS if a child has been given a paracetamol tablet. Should requests for paracetamol become frequent from a pupil, parents will be contacted.

4.10 Primary students can be given a dose of paracetamol within the school day on the instruction of the parent, who will provide the appropriate liquid paracetamol, on the proviso that they have provided permission through the parent portal on MIS.

5.0 Review

5.1 This policy should be read in conjunction with the:

- Health and Safety Policy
- Medical and Intimate care Policy
- Safeguarding policy
- Overarching risk assessment policy
- Educational visits policy


5.2 Legislation that has been used to compile this policy:

- The Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) • Incident reporting in schools (accidents, diseases and dangerous occurrences) Guidance for employers Education Information Sheet No1 (Revision 3)
- Statutory framework for the early years foundation stage September 2021
- The Education (Independent School Standards) Regulations 2014
- The management of health and safety at work 1992
- The management of Health and safety at work 1999

5.3 Other Sources

- NHS

5.4 This policy is reviewed annually in consultation with the senior leadership team. The latest review was completed in **January 2024**

| | |
|-------------------------------------|--|
| Formally agreed through compliance | 2nd February 2023 |
| Signed Jane Prothero – Head Teacher |  |
| Review Date: | November 2024 |

Head Injury Advice Sheet

Advice for parents and carers of children



How is your child?



RED

If your child has any of the following during the next 48 hours:

- Vomits repeatedly i.e. more than twice (at least 10 minutes between each vomit)
- Becomes confused or unaware of their surroundings
- Loses consciousness, becomes drowsy or difficult to wake
- Has a convulsion or fit
- Develops difficulty speaking or understanding what you are saying
- Develops weakness in their arms and legs or starts losing their balance
- Develops problems with their eyesight
- Has clear fluid coming out of their nose or ears
- Does not wake for feeds or cries constantly and cannot be soothed

You need urgent help
Go to the nearest Hospital Emergency (A&E) Department or phone 999



AMBER

If your child has any of the following during the next 48 hours:

- Develops a persistent headache that doesn't go away (despite painkillers such as paracetamol or ibuprofen)
- Develops a worsening headache

You need to contact a doctor or nurse today
Please ring your GP surgery or call NHS 111 - dial 111



GREEN

If your child:

- Is alert and interacts with you
- Vomits, but only up to twice
- Experiences mild headaches, struggles to concentrate, lacks appetite or has problems sleeping

If you are very concerned about these symptoms or they go on for more than 2 months, make an appointment to see your GP.

Self Care
Continue providing your child's care at home. If you are still concerned about your child, call NHS 111 - dial 111

How can I look after my child?

- Ensure that they have plenty of rest initially. A gradual return to normal activities/school is always recommended.
- Increase activities only as symptoms improve and at a manageable pace.
- It is best to avoid computer games, sporting activity and excessive exercise until all symptoms have improved.

www.what0-18.nhs.uk

This guidance is written by healthcare professionals from across Hampshire, Dorset and the Isle of Wight

Concussion following a head injury

- Symptoms of concussion include mild headache, feeling sick (without vomiting), dizziness, bad temper, problems concentrating, difficulty remembering things, tiredness, lack of appetite or problems sleeping – these can last for a few days, weeks or even months. Some symptoms resolve quickly whilst others may take a little longer.
- Concussion can happen after a mild head injury, even if they haven't been "knocked out".
- 9 out of 10 children with concussion recover fully, but some can experience long term effects, especially if they return to sporting activities too quickly. It is really important that your child has a gradual return to normal activities and that they are assessed by a doctor before beginning activities that may result in them having another head injury.
- If you are very concerned about these symptoms or they last longer than 2 months, you should seek medical advice from your doctor.

Advice about going back to nursery / school

- Don't allow your child to return to school until you feel that they have completely recovered.
- Try not to leave your child alone at home for the first 48 hours after a significant head injury.

Advice about returning to sport

- Repeated head injury during recovery from concussion can cause long term damage to a child's brain.
- Expect to stay off sport until at least 2 weeks after symptoms are fully recovered.
- Always discuss with your child's school and sports club to discuss a gradual return to full activity.

For further information:

Rugby: goo.gl/1fsBXz



Football: goo.gl/zAgbMx



For further support and advice about head injuries, contact:



- Call their helpline on 0303 303 2248
- Download factsheet from website: goo.gl/SPv4Rj
- Visit their support page: goo.gl/r9PZth



Record of First Aid Provision

| First-aid personnel | Required Yes/no | Number needed |
|---|-----------------|---|
| First-aider with a first aid at work certificate (FAW) | Yes | Adrienne Hall (exp 17/3/25) Vicky Peckover (exp 17/3/25) Sara Peckover (exp 17/3/25) Lizzie Kirkby (exp 17/3/25) Charlene Curtis (exp 17/3/25) Ella Marsden (exp 17/3/25) Elisha Hutcheson (17/3/25) Hannah Pickles (Exp 17/3/25) Claire Aldridge (Exp 17/3/25) Christine Morley (Exp 17/3/25) James Stannett (Exp 7/10/25) |
| First-aider with additional training Paediatric First Aid | Yes | Adrienne Hall (exp 17/3/25) Vicky Peckover (exp 17/3/25) Sara Peckover (exp 17/3/25) Lizzie Kirkby (exp 17/3/25) Charlene Curtis (exp 17/3/25) Ella Marsden (exp 17/3/25) Elisha Hutcheson (17/3/25) Hannah Pickles (Exp 17/3/25) Claire Aldridge (Exp 17/3/25) Christine Morley (Exp 17/3/25) Poppy Virgo (Exp 29/11/25) Jake Horton (Exp 29/11/25) Rachael Honore (Exp 29/11/25) MiriamKaunjika (Exp 29/11/25) Jen Cooper (exp 29/11/25) Geoff Latz (Exp 29/11/25) Valerie Grintals (Exp 29/11/25) Charlotte Lofthouse (Exp 29/11/25) Sophie Crompton (Exp 29/11/25) Marie Oxford (Exp 29/11/25) |
| Outdoor first Aid Level 3 | | James Stannett (8/2/25) Rebecca Ryan (8/2/25) |

| First-aid equipment and facilities | Required Yes/no | Number needed |
|--|-----------------|---|
| Dust- and damp-proof first-aid container | Yes | |
| Kit contents | Yes | Sterile Plasters Hypoallergenic plasters Antiseptic wipes Micro pore tape 3 pairs Disposable gloves Face guard 2 x sterile eyepatches 2 x triangular bandages Forehead thermometer 6 x HSE medium dressing 2x large HSE dressing Dressing scissors |

| | | |
|--|-----|--|
| | | 6 safety pins |
| Additional equipment (specify), eg foil blankets, eye wash bottles, shears, microporous tape | Yes | Cold Packs Eye wash (staff room & lab) |
| Defibrillator | Yes | In Staff Room |
| Traveling first-aid kit | Yes | Available from- EYFS, staff room, AP – contents 1 x Large dressing 2 x pairs latex gloves 2 x sterile wipes 10 x assorted plasters 10 x safety pins 1 x face shield 1 x micropore tape 2 x triangular bandage 1 x hand sanitiser |
| First-aid room | Yes | 1 – Sign on door |

First aid kits available at: Staff room

Room 2
 Room 3
 Acorn/Oak classroom
 AP
 Kitchen
 Science Lab
 EYFS
 Room 5

Appendix 3

Monthly First Aid Kit Checking

Each main first aid kit should contain: Sterile Plasters, Antiseptic wipes, Micropore tape, Disposable gloves, 2 x sterile eyepatches, 2 x triangular bandages, Forehead thermometer, 2 x HSE medium dressing, 2x large HSE dressing, Dressing scissors

Each travel kit should contain: 1 x Large dressing, 2 x pairs latex gloves, 2 x sterile wipes, 10 x assorted plasters, 10 x safety pins, 1 x micropore tape, 2 x triangular bandage, 1 x hand sanitiser

| Date Completed | | | | | | | | | | | | | | | | | | | |
|----------------|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | All contents present | | | | | | | | | | | | | | | | | | |
| | All contents in date | | | | | | | | | | | | | | | | | | |
| | Any issues | | | | | | | | | | | | | | | | | | |
| | All contents present | | | | | | | | | | | | | | | | | | |
| | All contents in date | | | | | | | | | | | | | | | | | | |
| | Any issues | | | | | | | | | | | | | | | | | | |
| | All contents present | | | | | | | | | | | | | | | | | | |
| | All contents in date | | | | | | | | | | | | | | | | | | |
| | Any issues | | | | | | | | | | | | | | | | | | |
| | All contents present | | | | | | | | | | | | | | | | | | |
| | All contents in date | | | | | | | | | | | | | | | | | | |

Any issues