

St Joseph's Catholic Primary School



First Aid & Intimate Health Policy

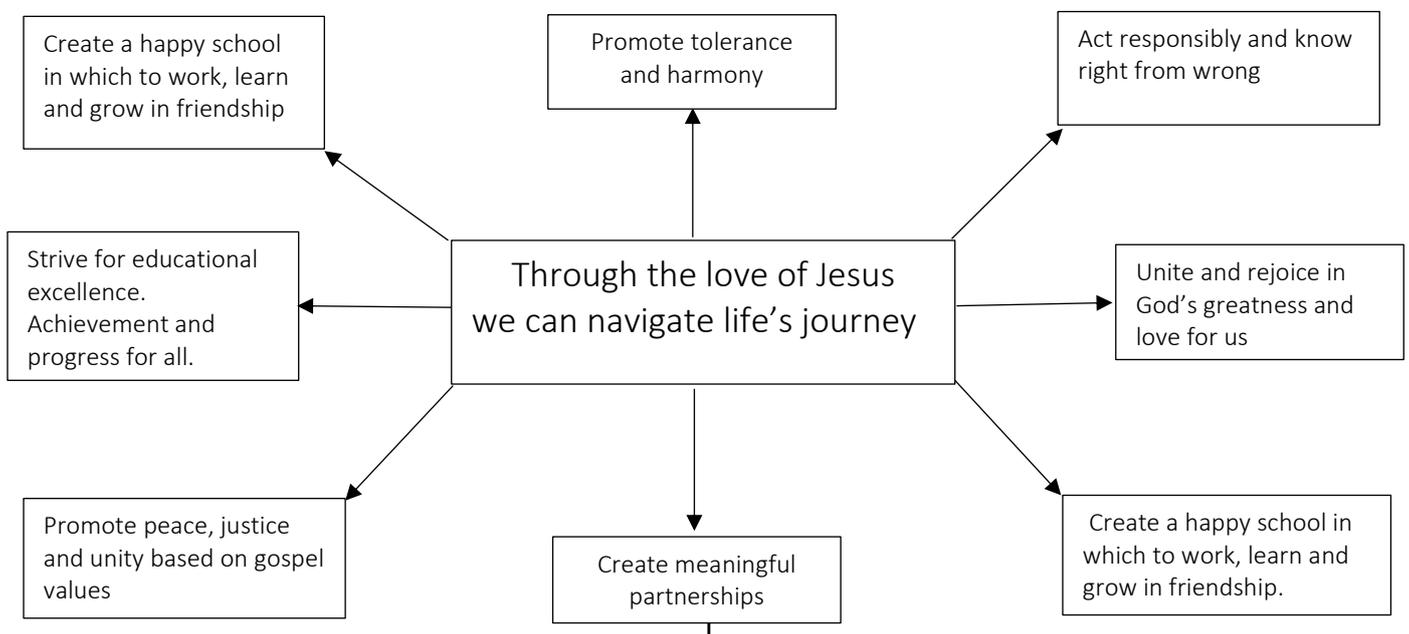
Date: March 2019

Co-Ordinators: Academy Principal & SENCo

Governor: Chair of Governors

Review Date: March 2021

Our Mission Statement



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

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

ROLES and RESPONSIBILITIES

Appointed Person(s) and First Aiders

St Joseph's has appointed 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 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

A list of current St Joseph's first aiders can be found in a separate document.

KCSP and the Academy Governing Body

Kent Catholic Schools Partnership 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 Academy Governing Body.

The governing board delegates operational matters and day-to-day tasks to the Academy Principal and staff members.

The Academy Principal

The Academy Principal 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
- Completing accident reports for all incidents they attend to where a first aider is not called.
- Informing the Academy Principal 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 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, 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 office staff 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

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 trip leader prior to any educational visit that necessitates taking pupils off school premises.

In Early Years, 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.

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
- Plasters of assorted sizes

No medication is kept in first aid kits.

First aid kits are stored each classroom.

RECORD KEEPING AND REPORTING .First Aid and Accident Reporting

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident

- A copy of the accident report is kept in the accident file. Annually transferred to the loft for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, after which it will be destroyed.

Reporting to the HSE

The Site 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 Site Manager 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>

NOTIFYING PARENTS

The office staff will inform parents of any significant accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES

The Executive or Academy Principal will notify Ofsted of any serious accident, 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 Executive or Academy Principal will also notify Kent Catholic Schools Partnership and Kent Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

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, what 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.

INTIMATE HEALTH

St Joseph's recognises that some children with SEN and other children's home circumstances may result in children arriving in school with under developed toilet training skills. We aim to ensure that appropriate provision is made for such children.

This policy also aims to clarify the school's position on toileting needs in children who have no SEN needs specific to toileting and who soil regularly within the school day.

SEN and Inclusion

If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the SEN and Disability Act 2001 and part IV of the Disability Discrimination Act 1995.

Toileting and Early Years

Curriculum Guidance for the Foundation Stage is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional Development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of Foundation Stage is to "Dress and undress independently and manage their own personal hygiene." In order to help children become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go, although they are encouraged as they progress through the school to use the toilet during break times. The School undertakes to attempt to support any training programme requested by a child's GP and/or the school nurse or parent. We will change children for odd 'accidents' but not routinely as part of a day to day personal care.

Permission is sought as children enter Early Years Foundation Stage (EYFS) and slips are kept on record. All FS staff are informed of those children where no permission is given. Where a child has continuing incontinence problems (i.e. past EYFS) parents are expected to continue to provide a complete set of spare clothes and 'baby-wipes'. The School also keeps a stock of spare clothes in various sizes. We ask that any spare clothes that are borrowed are washed and returned to the School promptly.

If a child soils him/herself during school time, two members of staff will be present to help the child to:

- Remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs & feet)

- Dress in the child's own clothes or those provided by the school
- Wrap soiled clothes in plastic bags and give to parents/carers to take home

At all times the members of staff will pay attention to the level of distress and comfort of the child. If the child is ill a member of staff will telephone the parent/carer. In the event the child is reluctant and finally refuses, the parent/carer will be contacted immediately.

PARENTAL RESPONSIBILITY

Prior to starting school, prospective parents will be reminded of the school's expectation that pupils should be toilet trained before they start school. It will also include a sharing of this policy prior to a child attending the setting. If a child is not fully toilet trained before starting school, the parents/carers must inform the school. A meeting will then be arranged where the child's needs will be discussed and reasons for the child not being fully trained will be recorded.

We ask that all children have a spare set of clothes available in school.

Parents/carers will be required to attend school urgently should a child soil his/herself.

Parents/carers should make every effort to come to school to change their child, and should bring a clean set of clothing.

If parents/carers are persistently unreachable following a soiling incident, a further meeting will be arranged to discuss concerns with the SENCo.

It is essential that parents/carers recognise they are responsible for any training/changing routines for their child.

St Joseph's School is not responsible for toilet training a child.

STAFF RESPONSIBILITY

Support staff will not be expected to undertake tasks associated with changing children who are incontinent, except under exceptional circumstances, such as when the child is clearly unwell. In the interests of Health and Safety, it is unreasonable for staff to be expected to change a child who regularly soils. St Joseph's School does not have staffing levels to accommodate support teachers regularly leaving the class to attend to an individual's hygiene. In the event of a child needing changing on a rare occasion, staff are not permitted to change a child alone; two members of staff must be present if a child needs to be changed. This ensures that we safeguard our staff and comply with Safeguarding procedures.

We will treat all incidents where a child soils, with dignity and respect for the child.

Monitoring Arrangements

This policy will be reviewed by the Academy Principal and SENCO every two years.

At every review, the policy will be approved by the Executive Principal.

Links With Other Policies

This First Aid & Intimate Health Policy is linked to the:

- Health and Safety Policy
- Policy on Supporting Pupils With Medical Conditions
- Safeguarding Policy