



Catch22 Include Suffolk Primary School

First Aid Policy

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This policy will be reviewed annually.

Catch22 reserves the right to amend this policy, following consultation, where appropriate.

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Catch22 group, entity, hub:	Catch22 Education
4Policies level (all staff or managers only)	All Education Staff

Catch 22 and Independent Schools

Education Intent Statement

Catch22's Vision:

To deliver better social outcomes through transforming public service through the 3Ps:

Place

Supporting people to find, retain, transition safely into homes and communities

Purpose

Working with people to achieve their purpose in education, employment or training

People

Building networks of people around individuals

Our Education Mission:

To enable young people to progress and succeed in sustained education, training or employment.

Our School Vision:

Our vision for our Catch 22 include Suffolk Primary School pupils reflects a passionate commitment to learning and celebration of the uniqueness of our children as individuals.

We believe every child at our school deserves the best People supporting them, a safe, stimulating and inclusive Place to learn and our Purpose is to re-ignite their love of learning and help them become the very best version of themselves that they can be.

1. What is the policy about?

This policy sets out the first aid arrangements for Catch22 Include Suffolk Primary School.

The school will provide appropriate first aid arrangements to support the health, safety and wellbeing of pupils, staff and visitors.

First aid provision will be based on the school's identified needs and relevant risk assessments. This includes ensuring appropriate first aid equipment, trained staff and arrangements are available across the school and for educational visits and activities.

The school will maintain appropriate procedures for responding to injuries and illness, recording first aid incidents and informing parents/carers where appropriate.

This policy should be read alongside the Catch22 Health & Safety Policy, relevant risk assessments, medical procedures and individual healthcare arrangements.

2. Who does this policy apply to?

This policy applies to all staff, pupils, contractors, visitors and volunteers at Catch22 Include Suffolk Primary School.

All staff are expected to understand and follow the school's first aid arrangements and to take reasonable steps to ensure the safety and wellbeing of pupils and others.

Staff who are trained or designated to provide first aid must work within the limits of their training and follow the school's first aid procedures.

Parents/carers will be informed of the school's first aid arrangements where appropriate.

3. Policy requirements

The school will maintain first aid provision that is appropriate to the needs of the school, its pupils, staff and visitors. Provision will be informed by the school's first aid needs assessment and relevant risk assessments.

Headteacher and Senior Leaders

The Headteacher and Senior Leaders will:

- ensure appropriate first aid arrangements are in place.
- ensure sufficient trained staff are available, taking account of staff absence and activities taking place.
- ensure first aid equipment and facilities are appropriately maintained.
- ensure staff are aware of first aid arrangements; and
- review first aid provision when there are significant changes to the school, its activities or identified risks.

First Aiders

Trained first aiders will:

- provide appropriate first aid within the limits of their training.
- respond promptly to injuries and illness.
- seek emergency medical assistance where required.
- record first aid provided in accordance with school procedures; and
- report any concerns about first aid provision, equipment or recurring incidents.

All Staff

All staff should:

- take reasonable steps to ensure the safety and wellbeing of pupils.
- follow the school's first aid procedures.
- contact a first aider when first aid is required; and
- report accidents, injuries and first aid incidents in accordance with school procedures.

The school will ensure that first aid provision is available during the school day and for educational visits and other activities where first aid is required.

4. First Aid Equipment and Facilities

The school will provide suitable first aid equipment and facilities based on the findings of the school's first aid needs assessment and relevant risk assessments.

The school will ensure that:

- first aid kits are clearly identified, accessible and appropriately stocked.
- first aid equipment is checked regularly and replenished following use.

- appropriate first aid equipment is available for educational visits and off-site activities.
- suitable facilities are available for the treatment and short-term care of pupils who are unwell or injured.
- staff know where first aid equipment and facilities are located and how to access them; and
- any specialist first aid equipment identified through risk assessment or individual pupil needs is available where required.

The school will maintain appropriate arrangements for ensuring first aid equipment and facilities remain suitable and available when required.

The location of first aid equipment and facilities will be communicated to staff as part of induction and through appropriate school information.

5. First Aid Training and Competence

The school will ensure that sufficient staff have appropriate first aid training to meet the needs identified through the first aid needs assessment.

The school will ensure that:

- first aid training is provided by an appropriate and competent training provider.
- the number and type of trained first aiders reflects the needs of the school, including pupil numbers, activities, site arrangements and educational visits.
- arrangements are in place to provide appropriate first aid cover when trained staff are absent.
- first aid certificates and training records are monitored and kept up to date.
- staff receive refresher training where appropriate to maintain their knowledge and skills; and
- staff are aware of the limits of their training and do not undertake procedures for which they are not trained.

Where pupils have specific medical or health needs, additional training will be provided to identified staff where this is required by the pupil's individual healthcare arrangements or risk assessment.

All staff are expected to respond appropriately in an emergency and seek assistance from a trained first aider or the emergency services where required.

6. Responding to Injury and Illness

Where a pupil, member of staff or visitor becomes injured or unwell, an appropriate assessment will be made and first aid provided where required.

Staff will:

- seek assistance from a trained first aider where appropriate.
- provide first aid within the limits of their training.
- consider the individual needs of the pupil, including any known medical conditions or healthcare arrangements.
- contact parents/carers where appropriate.
- seek emergency medical assistance where the nature or seriousness of the injury or illness requires it; and
- record and report the incident in accordance with the school's procedures.

Where emergency medical treatment is required, **999 will be called without delay**.

Parents/carers will be contacted as soon as reasonably practicable.

A pupil who is unwell or injured will be appropriately supervised while awaiting collection or further medical assistance.

Where an injury or illness may be linked to safeguarding concerns, the matter will also be reported to the DSL in accordance with the school's Safeguarding Policy.

7. Emergency Situations

Where an injury or illness is serious or potentially life-threatening, staff should seek emergency medical assistance immediately by calling **999**.

Staff should:

- remain with the individual and provide appropriate first aid within the limits of their training.
- ask another member of staff to contact the emergency services where possible.

- provide the emergency services with accurate information about the incident and the individual's condition.
- contact the pupil's parent/carers as soon as reasonably practicable.
- ensure appropriate supervision of other pupils while the emergency is managed; and
- record the incident and actions taken in accordance with school procedures.

Where an ambulance is called for a pupil, a member of staff should accompany the pupil if required and remain with them until a parent/carers or other appropriate adult is able to take responsibility.

The school will follow any relevant individual healthcare plan, medical procedure or risk assessment alongside these arrangements.

8. Recording and Reporting First Aid Incidents

The school will maintain appropriate records of first aid provided and accidents or injuries occurring on school premises or during school activities.

Staff will ensure that:

- any incident requiring first aid is recorded on **Datix** in accordance with school procedures.
- significant accidents, injuries or incidents are reported through the appropriate school reporting system.
- parents/carers are informed where appropriate.
- any required follow-up action is identified and communicated to relevant staff.
- recurring or significant incidents are reviewed to identify whether further action or a review of existing risk assessments is required; and
- serious incidents are escalated and reported in accordance with Catch22 procedures and any relevant statutory requirements.

First aid records will be stored securely and handled in accordance with the school's Data Protection Policy.

Where an incident indicates that existing first aid arrangements or risk controls may no longer be appropriate, the school will review the relevant risk assessment and arrangements.

9. First Aid During Educational Visits and Off-Site Activities

First aid arrangements will be considered as part of the planning and risk assessment process for all educational visits and off-site activities.

The school will ensure that:

- appropriate first aid equipment is taken on visits where required.
- the first aid needs of pupils and staff are considered when planning activities.
- appropriate first aid cover is available for the activity and location.
- staff are aware of relevant medical needs, individual healthcare plans and emergency procedures.
- arrangements are made for accessing emergency medical assistance where required; and
- any first aid incident is recorded on **Datix** in accordance with school procedures.

Detailed arrangements for educational visits, including risk assessments and staff responsibilities, are set out in the school's Educational Visits Policy.

10. Pupils with Medical and Individual Health Needs

The school will consider the individual medical and health needs of pupils when planning and providing first aid arrangements.

Where a pupil has a specific medical condition or additional health need, the school will:

- follow the pupil's Individual Healthcare Plan (IHP), where one is in place.
- ensure relevant staff are aware of the pupil's needs and any emergency procedures.
- provide appropriate training to identified staff where this is required.
- ensure any necessary medication or specialist equipment is available and accessible.
- consider relevant medical needs when completing risk assessments and planning educational visits or activities; and
- review arrangements where a pupil's needs change or following a significant incident.

First aid arrangements will support, but will not replace, the pupil's individual healthcare plan, medical procedures or advice from appropriate healthcare professionals.

11. Medication

The administration of medication in school will be managed in accordance with the school's medical procedures and any relevant Individual Healthcare Plan (IHP).

Where medication may be required as part of an emergency response, the school will ensure that:

- medication is stored safely and is accessible to appropriately trained staff.
- staff administering medication have received appropriate training.
- emergency medication is available when required, including during educational visits and off-site activities.
- medication is administered in accordance with the pupil's healthcare arrangements and any agreed procedures; and
- the administration of medication is recorded in accordance with school procedures.

Staff will not administer medication for which they have not received the appropriate training or authorisation.

Where a pupil requires emergency medication as part of their medical needs, this will be considered when completing relevant risk assessments and planning activities.

12. Parents and Carers

The school will communicate with parents/carers where a pupil receives first aid or where there is a significant concern about their health or wellbeing.

Parents/carers will be informed:

- where first aid provided requires further monitoring or follow-up.
- where a pupil has sustained a significant injury or becomes significantly unwell.
- where emergency medical assistance has been required.
- where a pupil requires treatment or support beyond the school's usual first aid arrangements; and
- where the school considers that further medical advice or assessment may be appropriate.

Parents/carers are expected to provide the school with relevant information about their child's medical needs and to inform the school of any changes that may affect the child's health or first aid arrangements.

The school will maintain confidentiality and handle medical information in accordance with its Data Protection Policy.

13. Staff, Contractors and Visitors

The school's first aid arrangements apply to staff, contractors, volunteers and visitors as well as pupils.

The school will:

- provide appropriate first aid arrangements for staff, contractors and visitors in accordance with the school's first aid needs assessment.
- ensure staff know how to access first aid assistance.
- provide appropriate first aid equipment and facilities for the school site.
- consider first aid arrangements for contractors and visitors where activities or identified risks require this; and
- respond appropriately to accidents, injuries or illness involving staff, contractors or visitors.

Any incident requiring first aid will be recorded on **Datix** in accordance with school procedures.

Where an incident involving a staff member, contractor or visitor requires further action, the school will follow the relevant Catch22 procedures and risk assessments.

14. Review of First Aid Arrangements

The school will regularly review its first aid arrangements to ensure they remain appropriate and effective.

The school will:

- review the first aid needs assessment at least annually and when there are significant changes to the school or its activities.
- review first aid arrangements following significant accidents, injuries or incidents where this identifies a need for further action.

- review the availability and suitability of trained first aid staff and equipment.
- review relevant risk assessments where first aid incidents identify additional or changing risks; and
- update procedures and arrangements where necessary.

The Headteacher will have overall responsibility for ensuring that first aid arrangements are reviewed and remain appropriate to the needs of the school.

15. Staff Information and Induction

The school will ensure that staff are provided with appropriate information about first aid arrangements as part of their induction and through ongoing communication.

Staff will be informed about:

- the location of first aid equipment and facilities.
- how to contact a trained first aider.
- procedures for responding to accidents, injuries and illness.
- arrangements for pupils with identified medical or health needs.
- how first aid incidents are recorded on **Datix**; and
- any changes to first aid arrangements or procedures.

Staff who have specific first aid responsibilities will be provided with the information and training necessary to carry out those responsibilities safely.

First aid arrangements will be communicated to temporary staff, volunteers and other relevant adults working within the school where appropriate.

16. Related Policies and Documents

This policy should be read alongside the following Catch22 and school policies, procedures and documents:

- Catch22 Health & Safety Policy
- Safeguarding Policy
- Medical Conditions and Individual Healthcare Plans
- Educational Visits Policy
- relevant school risk assessments

- First Aid Needs Assessment
- Data Protection Policy
- Emergency and Critical Incident Procedures

Where there is a specific medical, health or safeguarding need, the relevant individual plan, procedure or risk assessment will take precedence alongside this policy.

17. Monitoring and Review

The Headteacher will have overall responsibility for monitoring the effectiveness of the school's first aid arrangements.

First aid provision will be monitored through:

- the annual review of the First Aid Needs Assessment.
- review of first aid incidents and Datix records.
- monitoring of first aid equipment and training.
- review of relevant risk assessments following significant incidents or changes; and
- feedback from staff, pupils and parents/carers where appropriate.

This policy will be reviewed annually, or sooner where there are significant changes to legislation, guidance, school arrangements or identified risks.

Any changes to first aid arrangements will be communicated to relevant staff and incorporated into the appropriate procedures, risk assessments or individual healthcare plans.

18. Appendices

Appendix 1 – Site-Specific First Aid Arrangements

The school operates across three sites. Each site maintains its own **Site-Specific First Aid Arrangements**, reflecting the individual needs, layout, staffing and activities of that site.

The site-specific arrangements will include, as appropriate:

- trained first aiders and relevant qualifications.
- the location of first aid equipment and facilities.
- arrangements for first aid cover.
- emergency contact arrangements.

- arrangements for pupils with specific medical or health needs.
- procedures for recording incidents on **Datix**; and
- arrangements for educational visits and off-site activities.

Site-specific first aid arrangements will be reviewed regularly and following significant changes, incidents or identified risks.

The three site-specific arrangements should be read alongside this policy, the First Aid Needs Assessment, relevant risk assessments and the Catch22 Health & Safety Policy.