



# First aid policy

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## 1. 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

## 2. 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

This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed person(s) are Hannah Smithson and Dawn Chaplin. 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 (see section 7) 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 (see the template in appendix 2)

Our school's first aiders are displayed in the medical room and electronically in school's training records.

### 3.2 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members. The governing body are the accountable body for the school and the representatives on that body.

### **3.4 The headteacher**

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and 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 (see section 6)

### **3.5 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 (see appendix 1) for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **4) First aid procedures**

### **4.1 In-school procedures**

#### **Minor incidents of illness**

1. Minor incidents of illness (feeling sick, mild headache, tummy ache) are dealt with compassionately by School. This includes removal from the class, a conversation with the child; time spent assessing the illness and then a return to class when the child feels better.
2. If the child does not improve, then parents/contacts will be phoned on the emergency contact numbers available on the school records. It is a parents/carers responsibility to provide school with up to date contact numbers.
3. In most cases the child will be collected by a parent and taken home.
4. On rare occasions, where no parent or carer is available, we will make the children as comfortable as we can in our medical room or in the office area.

#### **Minor accidents and injuries**

1. Minor accidents and injuries are dealt with by those individuals that are First Aid trained.
2. Appropriate first aid is administered.
3. The Accident Record is completed (all sections) whether or not first aid is actually administered. (see Appendix 1)
4. The completed paperwork is placed in a tray in the front office.
5. Communication with the parents must take place:

- In most instances a text will be sent to the parent by the office staff.
- However in some cases a phone call should be made to the parents. Ideally the person making the phone call will be the person who witnessed the accident and/or administered first aid.
- On occasions a bumped head or a minor accident form will be completed and handed to parents at the end of the school day.
- The method of communication is noted on the Accident Record form.

### **Major accidents and injuries**

- Major injuries are dealt with by those individuals that are First Aider trained. Major accidents and injuries includes more serious cuts or bumps to the head.
- A senior member of staff will always be called to the scene to manage an incident as soon as it has occurred.
- Appropriate first aid is administered and the child's condition is carefully monitored.
- Parents are informed as soon as the injury has been attended to and if appropriate, the child is taken home by parents or the parents are advised to seek medical advice.
- If an injury is deemed sufficiently serious, emergency medical help is sought by dialling 999. Parents are immediately informed if this is the case, and will arrange to meet the ambulance either at school or at the hospital.

### **Unsure whether or not to call an ambulance?**

**IF IN DOUBT.....CALL THEM OUT**

- The Accident Record is completed (all sections) whether or not first aid is actually administered.

### **Cardiac Arrest**

- An automated external defibrillator (AED) is located in the medical room. All staff have seen a short training video ([https://www.youtube.com/watch?v=QZR\\_3U5iESE](https://www.youtube.com/watch?v=QZR_3U5iESE))
- Appropriate checks are performed as stated in the Operator's manual.
- In the event of a cardiac arrest, defibrillation can help saves lives, but to be effective, it should be delivered as part of the chain of survival.



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carried out quickly, they can drastically increase the likelihood of a person surviving a cardiac. They are:

four stages of survival, should order. When

- Early recognition and call for help. Dial 999 to alert the emergency services.
- Early CPR – to create an artificial circulation.
- Early defibrillation – to attempt to restore a normal heart rhythm and hence blood and oxygen circulation around the body.
- Early post-resuscitation care – to stabilize patient.

## **4.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

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

There will always be at least one first aider with a current paediatric first aid certificate on Early Years 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 all other school trips and visits.

## **4. First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular, large bandages
- Eye pad bandages
- Triangular bandages
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Cold compresses
- Gauze swabs
- Sterile water

No medication is kept in first aid kits.

First Aid kits are kept in KS1, KS2 and EYFS. In addition first aid kits are available to take out in the playground and on school trips.

The contents of the first aid kits are checked and updated every half term.

## **5. Record-keeping and reporting**

### **6.1 Accident Records and accident record spreadsheet**

- 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, including all of the information included in the accident record at appendix 1.
- The accident record will be passed to office staff who will add details to the accident record spreadsheet.
- The accident record spreadsheet will be reviewed on a termly basis for any common immediate, underlying and root cause(s) to prevent recurrence.

- Accident records will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

## **6.2 Reporting on the Incident Portal**

All work-related health & safety incidents, ill-health and near misses will be reported internally using the Incident Portal at the earliest opportunity. Where there has been a serious injury or incident the Health & Safety Team is also contacted by phone.

## **6.3 Reporting incidents externally**

There is a legal requirement under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulation (RIDDOR) to document and report certain work-related incidents, diseases and dangerous occurrences to the Health & Safety Executive (HSE) within specific timescales.

The Health & Safety Team are alerted immediately as an incident is logged on the Incident Portal and they will contact the Case Lead (the person responsible for reviewing the incident and agreeing the action required to avoid reoccurrence).

The categories of RIDDOR reportable incidents include:

- Specified injuries (eg broken arm)
- Over 7 day injuries
- Member of the public taken to hospital

The Health & Safety Team will act as the 'responsible person' as defined under RIDDOR and notify the relevant enforcing authority (HSE) where relevant.

Determining if an accident is reportable under RIDDOR does not depend on apportioning blame. The broad context of 'arising out of or in connection with work' means that an accident may still be reportable even if there has been no breach of health and safety law and no one was clearly at fault.

## **6.4 Reporting to Ofsted and child protection agencies**

The Head Teacher 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 Head Teacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **6.5 Investigation of incidents, accidents and near misses**

All work-related incidents, ill-health and near misses, reported on the Incident Portal will be investigated to seek to identify the immediate, underlying and root cause(s) to prevent future recurrence.

A decision to investigate other incidents, accidents and near misses will be made by the Head Teacher and/or the School Business Manager. If an investigation is carried the Accident/Incident/Near Miss Investigation form will be used (Appendix 2)

## **6. Training**

Sufficient members of staff receive First Aid training 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.

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.

## **7. Links with other policies**

This first aid policy is linked to the

- Health and Safety Policy
- Supporting Pupils with Medical Needs Policy



# Appendix 1: Accident Report Form

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards</i>			
<b>Name of the person dealing with injured person</b>			
<b>Signature</b>		<b>Date</b>	

**Accident Report Form to be placed in tray in front office. Please discuss with Admin staff on the most appropriate way for parents to be informed.**

<b>Parents informed</b>			
Text <input type="checkbox"/>	Phone call <input type="checkbox"/>	Letter <input type="checkbox"/>	Parents informed directly <input type="checkbox"/>
By:	By:	By:	By:

<b>Office use</b>			
Information added to Accident Report Spreadsheet	Yes	<input type="checkbox"/>	By:
Further investigation required	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

## Appendix 2:

### Accident/Incident/Near Miss Investigation

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the initial steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards</i>			
<b>Name of the person dealing with injured person</b>			
<b>Name of the person dealing with the investigation</b>			

<b>Actions – to prevent future recurrence</b>			
Action	Owner	Date Completed	Comments