



First Aid Policy

Person Responsible:	Deputy Headteacher
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First Aid Policy

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1. Introduction:

School Vision:

'To be a positive and inspiring community that nurtures each individual and empowers leaders for life'

School Mission Statement:

'Nurturing Potential, Inspiring Minds, Changing Lives'

School Values:

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience

2. 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 trustees 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 (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

This policy is based on advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting 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

- [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

At least one person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Employers must usually have a sufficient number of suitably trained first aiders to care for the employees in case they are injured at work. The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided our assessment of need has taken into account the nature of employees' work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

3.1 Appointed person(s) and first aiders

The school's appointed persons are Mrs Gill Williams and Mrs Odette Coe. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials that staff can access to replenish first aid 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 the responsible person for employee/adult related incidents; they will assess the situation where there is an injured or ill person, and provide appropriate first aid
- Contacting parents regarding serious pupil accidents and offering appropriate advice
- Filling in an accident report on the same day as, or as soon as is reasonably practicable, after an employee/adult related incident (see the template in appendix 2)
- Keeping their contact details up to date
- Keeping training up to date

Our school's appointed persons are listed in appendix 1. Their names will also be displayed prominently around the school site.

3.2 The Board of Trustees

The Board of Trustees 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.

3.3 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

3.4 Staff:

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed persons in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider / appointed persons is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

3.5 Staff with first aid qualifications:

Jale Apicella, Claire Armstrong, Susan Banks, Skye Barker, Charlotte Bird, Deborah Bonner, Charlotte Brooks, Jane Buck, Natalie Clementson, Anna Draper, Sarah Edlin, Laura Enrico - Slee, Stacey Flack, Nigel Gallacher, Hannah Gill, Sarah Hardy, Juliet Keefe, Hannah Kenworthy, Debbie King, Hannah Korchynska, Lyn Lamaison, Rijvana Mohamed Ali, Sarah Nolan, Fiona Parnham, Katy Poole, Emma Reid, Michelle Russouw, Fathima Salim, Elesandria Shah, Tania Shanilaz,

Sylwia Spolnicka, Donna Syrett, Amy Theophile, Helen Van Hek, Victoria Vilka, Vikki Wake and Paul Wyatt

3.6 Staff with paediatric first aid qualifications:

Deborah Bonner, Anya McGrath, Martina Noskova, Fern Warden and Eloise Yates

4 First Aid Procedures

4.1 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 staff member qualified in first aid; if appropriate, who will provide the required first aid treatment
- The appointed 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 the scene until help arrives
- The appointed first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the appointed first aider judges that a pupil is too unwell to remain in school and requires assistance from a medical professional, parents/carers will be contacted and asked to come to the school. On their arrival, the appointed first aider will recommend next steps to the parents/carers
- If emergency services are called, the appointed person (s) will contact parents/carers immediately
- The adult/person witnessing the incident along with the person administering first aid will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- There will be at least one person who has a current paediatric first aid (PFA) certificate on the premises at all times.
- All first aid incidents are recorded on the Google Drive, under safeguarding, medical, First Aid Log:
- First Aid incident recorded includes details of the injury e.g. graze, cut, bumped head, nose bleed etc. and where it took place; first aid administered e.g. cleaned wound, plaster / cold compress applied, hospital advised; what happened after the first aid incident i.e. parents contacted by phone, by email, child returned to class:

Date of incident	Time of incident	Name of child	Class	Place of the Incident	Details of the injury or illness	First Aid Given	Wrist band given?	What happened after the incident? (Phone call/ Arbor email)	Staff member who dealt with it	Name of Class Teacher Informed
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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 including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile un-medicated dressing
 - 2 triangular bandages - individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Any child specific medication e.g. inhalers
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile un-medicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the Offsite Visit Group Leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aid qualified person on school visits and a paediatric first aider with (PFA) certificate where the EYFS are involved, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

5. First Aid Equipment

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

- A leaflet giving general advice on first aid

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile un-medicated wound dressings
- 2 large sterile individually wrapped un-medicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical area in the Finance Office
- The School halls (Small and Large)
- The school kitchens
- Da Vinci Classroom
- The Den
- First Aid cupboard or sink areas of each classroom
- Teachers to carry first aid bags to all outdoor P.E. lessons

6 Record-keeping and Reporting

6.1 First Aid and Accident Record Book

- An accident form will be completed by the adult/person witnessing the incident along with the person administering first aid 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 form at appendix 2
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record
- Records held in the first aid and accident book 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.

7 Reporting to the HSE

The Appointed First Aiders will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and Safety Lead will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident - except where indicated

below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury (to employees, [see specified reportable injuries from HSE](#)) will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety Team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including weekends and holidays).

Any incident notified to the HSE must also be reported to the LA's Health and Safety Team

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalding 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

- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Health & Safety Lead will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

6.3 Notifying Parents / Carers

A member of staff will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents/carers will also be informed if emergency services are called.

7 Training

All school staff are able to undertake first aid training if they would like to. To be classed as a first aider, staff 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 members of staff, what training they have received and when this is valid until (see school's central register). The school will ensure staff are retrained before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

All our EYFS teachers and EYPS have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8 Monitoring Arrangements

This policy will be reviewed every year.

At every review, the policy will be approved by the Headteacher / The Policy Review Committee of the Board of Trustees

9 Links with other policies

This first aid policy is linked to the:

- Health and Safety policy
- Policy on supporting pupils with medical conditions

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

TRAINED TO FIRST AID AT WORK LEVEL (and therefore the school's Lead First Aiders):

Odette Coe (Finance & Business Manager), Gill Williams (Finance Assistant)

TRAINED TO EMERGENCY FIRST AID AT WORK LEVEL:

Jale Apicella, Claire Armstrong, Susan Banks, Skye Barker, Charlotte Bird, Deborah Bonner, Charlotte Brooks, Jane Buck, Natalie Clementson, Anna Draper, Sarah Edlin, Laura Enrico - Slee, Stacey Flack, Nigel Gallacher, Hannah Gill, Sarah Hardy, Juliet Keefe, Hannah Kenworthy, Claire Khan, Debbie King, Hannah Korchynska, Lyn Lamaison, Rijvana Mohamed Ali, Sarah Nolan, Fiona Parnham, Katy Poole, Emma Reid, Michelle Russouw, Nicola Sadler, Fathima Salim, Elesandria Shah, Tania Shanilaz, Sylwia Spolnicka, Donna Syrett, Amy Theophile, Helen Van Hek, Victoria Vilka, Vikki Wake and Paul Wyatt

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID):

Deborah Bonner, Anya McGrath, Martina Noskova, Fern Warden and Eloise Yates

First aid qualifications remain valid for 3 years. The School's 'First Aider at Work' representatives will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

At break times, first aid is available in the outside theatre and is taken out by the designated first aider on call that day.

AN AED (automated external defibrillator) IS LOCATED AT THE FOLLOWING POINTS:

- On the door of the PTA cupboard
- On the wall of the main hall opposite the nursery

Transport to hospital: If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/Carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

Where there is any doubt about the appropriate course of action, the first aider will consult with the NHS 111 line or the Urgent Care Centre based at QEII Hospital (via the Lister hospital switchboard 01438 314 333).

Blood Spillages

HCC guidance on protection from blood borne viruses and basic infection control will be followed. Any blood borne materials will be disposed of via the sani-bins which are located in both ladies' toilets and the disabled toilet.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document ['Supporting pupils at school with medical conditions'](#). Detailed arrangements are provided in a separate policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent/carer's written consent except in exceptional circumstances.

The school office staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Once the cycle of medication has been carried out the completed record is filed and stored in the red 'Medicine' folder in the school office. When medicine is administered, a record of it is recorded on the 'Record of Medicine Administered to an Individual Child' form.

All non-emergency medication kept in school is securely stored in a lockable cupboard in the school office; refrigerated meds are kept in clearly labelled containers within the fridge in the school office with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the child's classroom and are clearly labelled.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) as appropriate.

Individual Health Care Plans (IHCP)

Parents/carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer,

Lead First Aider and specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year when a child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the school.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the Finance / Medical Office, school staffroom and in the relevant Class Teacher's classroom.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Employees must report all accidents, violent incidents and near misses.

All employee accidents, no matter how minor, must be reported using the online accident reporting system hosted on Solero. Hard copies of completed forms must be kept in an employee's accident report folder which is located in the school office.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)

A local accident book, located in the Finance & Medical Office, is used to record all minor incidents to non-employees where the injured party leaves the school site. More significant incidents, as detailed below, must also be reported using the online accident reporting system hosted on Solero.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All Accidents

All major incidents will be reported to the Headteacher immediately, and in their absence, the Deputy Headteacher, and the Board of Trustees. Parents / carers will be notified immediately of all major injuries via an email / phone call. If a child receives a head bump, they are provided with an orange wrist band. Wearing a wrist band will ensure all adults are aware that a child has bumped their head.

Accidents will be monitored for trends and a report made to the Board of Trustees as necessary.

The Headteacher has nominated the Deputy Headteacher to investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury (to employees, [see specified reportable injuries from HSE](#)) will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety Team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including weekends and

holidays).

Any incident notified to the HSE must also be reported to the LA's Health and Safety Team.



