

# First Aid Policy



**Approved by:** Mrs Gemma Adams

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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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

## 3. Roles and responsibilities

### 3.1 Appointed first aiders

All staff at Burhill who have first aid training are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring the office team and senior leadership team are notified if someone is requiring medical intervention beyond the care that can be provided by school staff

Each class teacher and the lunchtime supervisor leaders are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Notifying the office team if supplies of medical materials stored in the medical cupboard (outside the Deputy Headteacher's office) are running low
- Filing any copies of accident report forms received in the class purple file

A member of the office team (Mrs Ginny Connor, Mrs Jayne Duddy or Ms Colette Steer) is responsible for:

- Ordering medical materials to replenish the medical cupboard (outside the Deputy Headteacher's office) and in the medical room
- Scanning any received accident report forms and logging on CPOMS
- Filing any received accident report forms (one in the child's pupil record and one in the central accident report file)

A member of the office team or the senior leadership team is responsible for:

- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Sending pupils home to recover, where necessary

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
- 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 and handing one copy to the class teacher and two copies to the office team.
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school and also listed in the staff handbook.

### **3.2 The local authority and governing board**

Surrey 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 governing board.

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

### **3.4 The Headteacher and Business Manager**

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

- Ensuring that an appropriate number of first aiders are present in the school at all times
- Ensuring all staff are aware of first aid procedures
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Reporting specified incidents to the HSE when necessary (see section 6)

The business manager is responsible for

- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- 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

### **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 2) for all incidents they attend to where a first aider 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

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 by the office team or a member of SLT 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 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 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 lead teacher and submitted on Evolve. The Educational Visits Coordinator (Mr Tobias Whishaw) will check all risk assessments submitted 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 school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. There will always be one first aider for every coach or minibus used when travelling to or from school visits.

## 5. 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
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- In the teacher's cupboard in every classroom
- At the first aid station for breaktime and lunchtimes
- The breakfast and after school club kitchen

## 6. Record-keeping and reporting

### 6.1 First aid and accident recording

- An accident form will be completed by the responding 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 form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the office team (Mrs Jayne Duddy, Mrs Ginny Connor or Ms Colette Steer)
- For serious incidents, the local authority will be informed when the Headteacher completes the OSHENS form (see 6.2)
- 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.

### 6.2 Reporting to the HSE

The Headteacher 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 Headteacher 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>

### **6.3 Notifying parents**

The class teacher (or school employed cover teacher is working in the class that day will inform parents 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.

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

For any serious incidents, the Headteacher will notify the Area Schools Officer. On their advice, the Headteacher may 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. Also on their advice, the Headteacher may notify Surrey Social Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

School staff will be able to undertake first aid training if there is a need for them to do so in order to have sufficient first aid trained staff within the school setting.

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 (see appendix 1).

Staff are encouraged to renew their first aid training when it is no longer valid if required to do so.

At all times, at least 1 staff member on site 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.

## **8. Monitoring arrangements**

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the full governing board.

## **9. Links with other policies**

This first aid policy is linked to the

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





## Appendix 1: list of trained first aiders

Staff Name	Deployment	Course Title	Renewal Date
Sarah Barter	SMSA	Paediatric First Aid	01/07/2021
Daisy Bates	Wrens	Paediatric First Aid	25/06/2020
Virginia Connor	Office	Paediatric First Aid	01/07/2021
Kristina Creek	Ravens/SMSA	Paediatric First Aid	01/07/2022
Lisa Cuddington	SAP	Paediatric First Aid	14/10/2020
Kelly Deacon	Doves	Paediatric First Aid	29.06.2023
Jayne Duddy	Office	Paediatric First Aid	29.06.2023
Sally Fitzgerald	Quails	Paediatric First Aid	01/07/2022
Emma Gagliano	Owls/SSMSA	Paediatric First Aid	01/07/2022
Lucy Gay	Cygnets	Paediatric First Aid	29.06.2023
Anna Gaynor	Magpies/SSMSA	Paediatric First Aid	01/07/2022
Louise Goreham	Merlins/SMSA	Paediatric First Aid	30.09.2020
Juliet Hamman	Eagles/SAP	Paediatric First Aid	29.06.2023
Victoria Hawkins	Swans	Paediatric First Aid	29.06.2023
Carrie Iddins	Pheasants	Paediatric First Aid	01/07/2021
Mandy Kewley	Kingfishers	Paediatric First Aid	01/07/2022
Sophie Lewis	Woodpeckers	Paediatric First Aid	01/07/2022
Jill Lippiatt	Ravens	Paediatric First Aid	29.06.2023
Joanne McDonagh	SMSA	Paediatric First Aid	29.06.2023
Holly Morgan	Magpies	Paediatric First Aid	01/07/2022
Nicola Nash	SMSA	Paediatric First Aid	29.06.2023
Julie Porta Rios	LSA	Paediatric First Aid	01/07/2021
Audrey Pugh	HSLW	Paediatric First Aid	01/07/2022
Jane Rice	Nursery	Paediatric First Aid	29.06.2023
Kayleigh Rodgman	Goslings	Paediatric First Aid	01/07/2022
Pauline Ryalls	SAP/SMSA	Paediatric First Aid	29.06.2023
Claire Schulte	SMSA	Paediatric First Aid	01/07/2021
Colette Steer	Office	Paediatric First Aid	13/09/2021
Joanne Thomas	Wrens	Paediatric First Aid	29.06.2023
Emma Welch	Falcons/EBBC/LSA	Paediatric First Aid	01/07/2022
Elizabeth West	Starlings	Paediatric First Aid	01/07/2022
Toby Wishaw	PE Teacher	Paediatric First Aid	01/07/2021
Candice Wolfson	Partridges	Paediatric First Aid	29.06.2023
Joanne Woodward	Merlins/EBBC/SAP	Paediatric First Aid	29.06.2023

## Appendix 2: 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>			
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred</i></p>			
<b>Action taken</b>			
<p><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></p>			
<b>Follow-up action required</b>			
<p><i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i></p>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	