



First Aid Policy

January 2023

Review by January 2026

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 EYFS and EYFS: Coronavirus disapplications guidance, advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, and the following legislation:

- **The Health and Safety (First Aid) Regulations 1981**, which states 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 requires 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 requires 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 states that some accidents must be reported to the Health and Safety Executive (HSE), and set out the time frame 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 children.

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

Role and responsibilities:**Appointed person(s) and first aiders:**

The school's appointed persons, in accordance with the responsibilities below is the office manager, 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 the First Aid record and, where appropriate, an accident report on the same day, or as soon as is reasonably practicable, after an incident.

The names of first aiders will be displayed prominently in the office, leadership offices and staffroom at both school sites. An overview, ensuring First Aid coverage throughout the school's opening hours will be kept.

The governing body:

The governing body 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 Headteacher:

The headteacher 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 relevant staff 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 Headteacher 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, a member of the office team will contact parents immediately, with consultation from the Headteacher or Senior Teacher.
- The Office Manager 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.

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.
- Assigned medical equipment e.g. inhalers, epi-pens.
- Information about the specific medical needs of pupils.
- Parents' contact details.

Risk assessments will be completed by the class teacher leading the trip prior to any educational visit that necessitates taking pupils off school premises.

During trips involving Early Years children, 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
- 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 main office.
- The school kitchens.
- Classrooms of first aiders.

Record-keeping and reporting:

First aid and accident record book:

- All applications of First Aid are recorded in the First Aid logs on the same day or as soon as possible after an incident resulting in an injury.
- Where there is a significant injury, as much detail as possible should be supplied when reporting.
- A copy of the accident report form will be kept with accident record logs.
- 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.
- EYFS have their own separate accident book and records.

Reporting to the HSE:

The Office 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 Office 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 School 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.

Reporting to Ofsted and child protection agencies:

The Office Manager 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 Office Manager will also notify the Central Bedfordshire Safeguarding Team 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.

Monitoring arrangements:

This policy will be reviewed by the Headteacher every three years. At every review, the policy will be approved by the Headteacher.

Other policy references:

This first aid policy is linked to the

- Health and safety policy.
- Risk Assessments.
- Supporting pupils with medical needs policy

Appendix 1

Notes for use by any member of staff administering first aid treatment to children or adults.

General Accidents

- All accidents are recorded in the 'First Aid Book' by the person administering first aid.
- Minor accidents are treated with a cold water compress and TLC
- Cuts and grazes may be treated with a dressing after confirming that a child does not suffer from any allergy to them. Whenever possible wounds should be left undressed.
- Cotton wool should not be used to clean grazes/injuries.
- Staff dealing with any bodily fluid (including blood) are reminded to wear protective gloves.
- Spillages and areas affected should be cleaned according to Section 11.6 of the Health and Safety Manual.

Head injuries – 10 step protocol

1. Reassure the child and assess the injury
2. All head injuries must always be checked by two members of staff and at least one with a first aid qualification.
3. All head injuries should be treated with an ice pack.
4. All adults in the year group area should keep a close eye on any children who have bumped their head.
5. Parents should be notified by telephone of all injuries to the head, face or eyes.
6. A head injury letter must always be sent to parents and handed to them at the end of the day.
7. The class teacher must be made aware of the accident verbally and have the head injury letter handed to them by the adult administering the first aid.
8. Head injury letters should be kept in the 'Going Home' trays until the end of the day.
9. Parents should be called immediately if the child has a serious cut on the head, a large bump (usually egg shaped) or there are obvious signs of concussion
10. Children who have suspected concussion after a head injury will need to be taken to hospital.

Children feeling unwell

- An electronic thermometer can be used to take children's temperature.
- A new filter must be used for each child.
- If a child is persistently having their temperature taken, the filter can be retained, so long as it is kept in a named bag.
- If a child feels as though they might vomit, they can be given a sick bucket. Children should not sit in class or learning areas with a sick bucket.

Allergic reactions

- Staff are trained in recognising the signs of serious allergic reactions and in the administration of Epi-Pens.
- In case of a less serious allergic reaction, a member of staff qualified in first aid should examine the child and follow any care plan instructions.
- Please also see the section 'Medication in school'.

Appendix 2

5 Step Protocols

First aid and minor accidents

1. Get down to the child's level, listen to them and offer reassurance.
2. Administer first aid as needed.
3. Write out the accident report in full (by describing the injury), sign it, photocopy it and pass to class teacher.
4. Complete the separate accident log book. Multiple children can be listed here. Describe the accident/incident, child voice point of view, and the action taken.
5. Teacher to speak to parents/carers at the end of the day.

Collating accident reports

1. Headteacher to review the accident log on a weekly basis.
2. Collate on to a tracking spreadsheet.
3. Identify any trends.
4. Address any issues.
5. Report to governors termly.