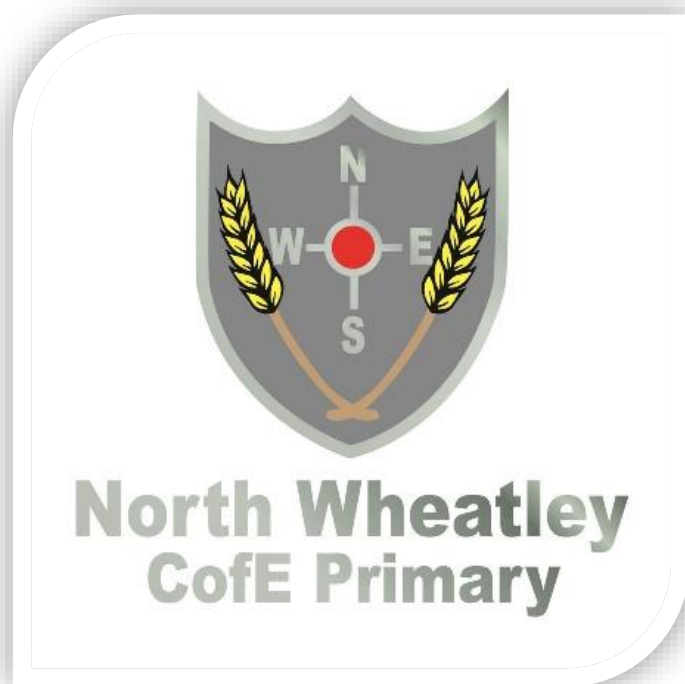




First Aid Policy

Sept 2024

Approved by:	Headteacher / Governing Body	Date: Sept 2024
Reviewed & Updated:	SEPTEMBER 2024	
Next review due:	September 2025	

North Wheatley C of E Primary School



First Aid Policy

This policy was formulated to meet the requirements of the Equality Act 2010.

The Governing Body recognises its legal responsibilities under the Equality Act 2010. This policy will ensure equality and fairness regardless of race, sex (gender), sexual orientation, religion or belief, gender re-assignment, pregnancy and maternity, marriage and civil partnership, disability or age.

BELIEVE * ACHIEVE * THRIVE

Contents

1. Aims.....	3
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. First aid procedures	4
5. First aid equipment	5
6. Record-keeping and reporting	6
7. Training.....	8
8. Monitoring arrangements.....	8
9. Links with other policies	8
Appendix 1: list of trained first aiders	9

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](#), 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
- [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 & Responsibilities

All schools with Early Years Foundation Stage provision must have at least 1 person who has a current paediatric first aid certificate on the premises at all times.

Beyond this, dependent upon an assessment of first aid needs, employers must have a sufficient number of suitably trained first aiders to care for 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, taking into account the number of staff, the nature of their work and the layout / 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:

ALISON RICHARDSON (headteacher) & CHERYL MORRIS (School Business 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 (delegated to Mrs Bennet)
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

Our First aiders are appropriately 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 an accident report on the same day (or as soon as is reasonably practicable) after an incident
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names are also displayed prominently around the school site.

3.2 The local authority and governing board

Nottinghamshire County Council 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.

3.3 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
- Ensuring that risk assessments are completed, as appropriate, and that appropriate safety 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)

3.4 Staff

All school staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders are in school are
- Completing accident reports for any incidents they attend where a first aider is not required
- Informing the headteacher of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident or injury:

- The closest member of staff present will assess the seriousness of the injury and, if appropriate, will seek the assistance of a qualified first aider who will provide the required first aid treatment.

- All staff are able to treat minor injuries (e.g. minor bumps and grazes) with antiseptic wipes and/or plasters; more significant injuries – including all head bumps – will be assessed by a first aider.
- The first aider, if required, will assess the injury and decide if further assistance is needed (e.g. from a colleague) or if the emergency services are needed. They will remain on the scene, with the injured person, until help arrives.
- The first aider will also decide whether the injured person should be moved (e.g. to a quieter location) or if they need to be placed in the 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 explain what has happened and recommend next steps to the parents – for example, a follow up visit to the GP surgery or attending a local minor injury unit
- If emergency services are called, a member of staff will contact parents immediately
- The first aider or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Because we have Early Years Foundation Stage provision, there will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

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: disposable gloves, antiseptic cleansing wipes, sterile adhesive dressings / plasters, triangular bandages, safety pins and first aid scissors
- Information about the specific medical needs of pupils
- Parents' contact details

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

The procedure in 4.1 will be followed as closely as possible for any off-site accidents.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

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

- A leaflet giving general advice on first aid
- individually wrapped sterile adhesive dressings (assorted sizes)
- sterile eye pads
- individually wrapped triangular bandages (preferably sterile)
- safety pins
- medium-sized individually wrapped sterile unmedicated wound dressings
- large sterile individually wrapped unmedicated wound dressings
- disposable gloves

No medication is kept in first aid kits.

Medications which are to be administered in school are stored in a lockable unit in the main office or the medicine fridge in the staffroom, unless they need to be kept with the child (e.g. inhalers) which are kept in a hi-vis bag in the classroom or, in exceptional cases, with the child (e.g. in a bum bag).

First aid kits are stored in:

- Staff Room
- EYFS Unit
- Staff toilet (trips / visits)
- 'The Ark' (KS2) disabled toilet
- Main hall kitchen
- Log Cabin (Night Owls)
- Y2 / Sapphire classroom cabin
- **Intervention Room / KS1 kitchen area**

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident slip (cheque-book style with carbon copy) will be completed by the first aider or relevant member of staff on the same day as an incident and sent home with the child, who will be given a YELLOW wristband to indicate this to their parent / carer.
- In the event of a more serious injury (especially headbumps where concussion may be a concern) the child will be given a RED wristband. In these instances, the decision may be taken to telephone the parent before home time, so that they are aware of what has happened and the treatment that has been given by staff in school. This conversation might result in the parent / carer coming to visit or collect the child to monitor them at home. All significant and more serious injuries will also be logged on a pupil's Scholarpack record, either on the day of the injury or as soon as possible after. This includes all incidents when medical advice has been advised by staff or chosen by parents.
- As much detail as possible should be supplied when reporting / recording an accident.
- Records held in the first aid / accident books 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.
- Injuries to staff will be recorded on their personnel records on Scholarpack.
- **Injuries to any visitors on site will be record in a GDPR compliant accident book.**

6.2 Reporting to the HSE (Health & Safety Executive)

The School Business 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 School Business Manager will report these to the HSE as soon as is reasonably practicable and 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.

For 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 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
- 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 School Office Manager 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

For Pupils and Visitors to school: 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 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: [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 (EYFS only)

Note: Only early years providers are legally required to notify parents of an accident or injury to their child.

The EYFS Lead or other staff member 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. Parents will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies (EYFS only)

The School Business Manager will notify Ofsted of any serious accident, illness, injury 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 School business Manager will also notify local child protection agencies (MASH) of any serious accident, injury or the death of a pupil while in the school's care.

7. 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 Business Manager will keep a register of all trained first aiders, what training they have received and when this is valid until. The school will arrange for first aiders to retrain 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.

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. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the headteacher and School Business manager annually.

At every review, the policy will be approved by the Governing Body.

The first aid provision will be reviewed by the staff team at least annually and always in the event of a serious incident.

9. Links with other policies

This first aid policy is linked to the:

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

Appendix 1: LIST OF TRAINED FIRST AIDERS

Our First Aid Appointed Persons are: MRS RICHARDSON & MRS MORRIS

MRS BENNETT is responsible for ensuring first aid kits are complete and requesting additional stock.

