



**Greenmount Primary School**

# **FIRST AID POLICY**

**July 2023**

**Together, we nurture the future**

## 1 Document Information

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Version History		
Version	Date	Description
1.0	15 <sup>th</sup> May 2021	Initial version
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1.2	5 <sup>th</sup> July 2023	Minor changes to Section 6.2 and Appendix 1

## 2 Contents

1	Document Information.....	2
2	Contents .....	2
3	Aims .....	3
4	Legislation and guidance .....	3
5	Roles and responsibilities.....	3
5.1	Appointed person(s) and first aiders.....	4
5.2	The local authority and governing body.....	4
5.3	The headteacher .....	4
5.4	Staff .....	5
6	First aid procedures.....	5
6.1	In-school procedures.....	5
6.2	Off-site procedures.....	6
7	First aid equipment .....	6
8	Record-keeping and reporting .....	7
8.1	First aid and accident record book.....	7

8.2	Reporting to the HSE .....	7
8.3	Notifying parents.....	8
8.4	Reporting to Ofsted and child protection agencies .....	8
9	Training.....	8
10	Monitoring arrangements .....	8
11	Links with other policies.....	8
	Appendix 1: List of named and Paediatric First Aiders .....	10
	Appendix 2: Accident record form.....	11

### 3 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

### 4 Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage and Early years foundation stage: 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 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

### 5 Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – as employers we must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, 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 location of school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

### **5.1 Appointed person(s) and first aiders**

Our named first aiders are listed in appendix 1. They are responsible for:

- Taking charge, if necessary, 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
- Staff that are first aid trained are 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)
- Keeping their contact details up to date

Our school’s named first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **5.2 The local authority and governing body**

The Isle of Wight Council has ultimate responsibility for health and safety matters, but delegates responsibility for the strategic management of such matters to the school’s governing body.

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

### **5.3 The headteacher**

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

- Ensuring that an appropriate number of appointed persons and/or 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 8)

## **5.4 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 named first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

# **6 First aid procedures**

## **6.1 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 treat accordingly.
- The named 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 named 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, the school's office will contact parents immediately.
- If a child bumps their head, the office will contact the parent, recording the time the contact was made. If parents are unavailable, this will also be recorded. A 'bumped head' form will be completed and sent home with the child.
- 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

- Any injury requiring further advice or treatment outside of school must be recorded on the school's compliance database. The database used for the recording of accidents is the Every reporting system.

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

## **6.2 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
- Information about the specific medical needs of pupils
- Parents' contact details (if mainland trip or outside normal school hours)

Risk assessments will be completed by the class teacher where required prior to any educational visit that necessitates taking pupils off school premises. This does not apply to pre-approved local trips.

There will always be at least one 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.

## **7 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:

- All classrooms

- Reception (at the desk)
- The school kitchen

## **8 Record-keeping and reporting**

### **8.1 First aid and accident record book**

- An accident form will be completed by the member of staff/named 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 as detailed in appendix 2
- Records held 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
- All information is treated as confidential and in line with current GDPR principles

### **8.2 Reporting to the HSE**

The school health and safety lead 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 health and safety lead 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 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
- 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:

<http://www.hse.gov.uk/riddor/report.htm>

### **8.3 Notifying parents**

The school office 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.

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

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

## **9 Training**

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 will renew their first aid training when it is no longer valid.

At all times, at least one 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.

## **10 Monitoring arrangements**

This policy will be reviewed by the governing body every 2 years.

At every review, the policy will be approved by the head teacher and the school's governing body.

## **11 Links with other policies**

This first aid policy is linked to the:

- Health and safety policy



- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Child Protection and Safeguarding policy and procedures

## Appendix 1: List of named and Paediatric First Aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Chantelle Horne	Names First Aider	Year 5
Kelly Miskin	Named First Aider	Year 2
Lisa Baker	Named First Aider	Office
Emily Gallagher	Named First Aider, Paediatric First Aider	Year 1/MSA
Becci Pannell	Paediatric First Aider	Year 1
Debbie Crick	Paediatric First Aider	Year 6
Grace Turvey	Paediatric First Aider	Reception Class
Helen Isaacson	Paediatric First Aider	Reception Class
Laura Richards	Paediatric First Aider	Greenhaven
Mandy Cooper	Paediatric First Aider	Reception Class

## Appendix 2: Accident record form

### ACCIDENT RECORD FORM



Child's Name : \_\_\_\_\_

Year: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Weather (if outside): \_\_\_\_\_

#### Injury Suffered:

 Broken Bone ☐

 Dislocation ☐

 Bruise/Bump ☐

 Insect Bite/Sting ☐

 Burn ☐

 Nose Bleed ☐

 Cut/Graze ☐

 Splinter ☐

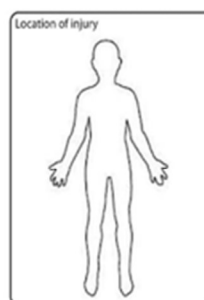
 Eye Injury ☐

 Loss of consciousness ☐

 Head Injury ☐

 Trip/Fall ☐

Other (please specify) \_\_\_\_\_



How did the accident happen? \_\_\_\_\_

 First Aid Administered: Cleansing wipe ☐ Plaster ☐ Ice Pack ☐ Monitored ☐  
 Other (please specify) ☐ Refused ☐ None ☐

Treated by: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Position: \_\_\_\_\_

For Office use only — Received by: \_\_\_\_\_

Actioned: \_\_\_\_\_