

FIRST AID IN SCHOOL POLICY



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1. Aims

1.1. 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

2. Legislation and guidance

2.1. This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation and guidance:

- The [Statutory Framework for the Early Years Foundation Stage](#)
- [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 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
- This policy complies with our trust’s funding agreement and articles of association.

3. Roles and responsibilities

3.1. Appointed person(s) and first aiders

3.1.1. The appointed person(s) at Nene Valley are responsible for:

- 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

3.1.2. 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
- 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 3)
- Keeping their contact details up to date

3.2. The names of the school's appointed person(s) and first aiders are displayed prominently in the medical room.

3.3. The Local Governing Body

3.3.1. The Local Governing Body has overall responsibility for health and safety matters within the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4. The headteacher

3.4.1. The headteacher is responsible for local implementation of the 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; including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs
- 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 6)

3.5. School staff

3.5.1. All school staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders are
- Completing accident reports (see appendix 3) for all incidents they attend to where a first aider/appointed person 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
- If the injured person (or their parents, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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, the School Office will contact parents immediately
- The first aider/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

4.2. Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone or an alternative means of contacting school
- A portable first aid kit – where no specific risk is identified the minimum contents of the first aid kit should be a leaflet with general first aid advice, sterile adhesive dressings, sterile un-medicated dressings, triangular bandages, safety pins, cleansing wipes and gloves.
- Information about the specific medical needs of pupils
- Parents' contact details

4.2.1. Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises (checked by the EdVol Leader).

4.2.2. The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents can collect their child will depend on the location and duration of the trip).

4.2.3. There will always be at least 1 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.

4.2.4. There will always be at least 1 first aider on school trips and visits.

5. First aid equipment

5.1. A typical first aid kit in our schools will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages and eye wash
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits.

5.2. First aid kits are stored in:

- The medical room
- School Office
- The school hall
- The school kitchens
- Food Technology room

6. Record-keeping and reporting

6.1. **First aid and accident record book**

- The **accident book** (Appendix 1) will be completed by the first aider/relevant member of staff immediately after the injury has been dealt with
- For staff and visitors and accident report form (Appendix 3) is to be completed and provided for the school office.
- 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.

6.2. **Reporting to the HSE**

6.2.1. The School Office Manager or Senior Leader 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).

6.2.2. The School Office Manager or Senior Leader will report these to the Health and Safety Executive via the Peterborough reporting system, as soon as is reasonably practicable and in any event within 10 days of the incident. Fatal and major injuries and dangerous occurrences should be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

6.2.3. 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 3 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

6.2.4. Information on how to make a RIDDOR report via the Peterborough reporting system is available from the school office

6.3. Notifying parents

6.3.1. The relevant member of staff 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 (Appendix 2: Accident Report Slip). Parents will also be informed if emergency services are called.

6.4. Reporting to Ofsted and child protection agencies

6.4.1. 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.

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

7. Training

7.1. All staff are able to undertake first aid training if they would like to.

7.2. 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 2).

7.3. Staff are encouraged to renew their first aid training when it is no longer valid.

7.4. For EYFS provision, at least 1 staff member at all times 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.

Appendix 1: Accident Book Record

Name	Date	Time	Injury	Details of cause. Is it a Health and Safety issue?	Any witness? (provide names)	Treatment given	By whom? (<i>full name</i>)	Letter to parent <input checked="" type="checkbox"/> or <input type="checkbox"/>	Class teacher informed <input checked="" type="checkbox"/> or <input type="checkbox"/>	Full accident report form <input checked="" type="checkbox"/> or <input type="checkbox"/>
<i>Example</i> Jason Hilling	07.02. 13	10:50	Cut to side of head.	Hit by opening door. Not H&S.	Mrs Bland	Dressing and compress. Ambulance called.	Mr. Nelson	✓	✓	✓

Appendix 2: Accident Report Slip

Date:	Time:	Child's name:	Class:	Location of incident:			
Details of treatment and additional comments:							
							Name of parent/carer contacted (if applicable)
Bump/bruise	Nosebleed	Head injury	Cut/graze	Asthma	Vomiting	Other (give details):	<p>IMPORTANT</p> <p>FOR THE ATTENTION OF THE PARENT/CARER.</p> <p>Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home you may wish to consult your doctor or local hospital</p>
<p>ACCIDENT/INCIDENT/ILLNESS REPORT SLIP</p> <p>NENE VALLEY PRIMARY SCHOOL</p>							<p>Authorised signature:</p>

Appendix 3: Staff/Visitor Accident Report form

Name	Date	Time
Description of Incident		
Details of Cause		
Name of Witness		
Treatment Given		
By Whom? (full name)		
Any further treatment sought?		
Signed	Dated	