



**“Let your light shine brightly.”**

Matthew 5:16

## First Aid Policy

Policy accepted by FGB on:	7/12/2020
Next review:	Autumn 2023
Signed (Headteacher):	<i>R. Kaye</i>
Statutory policy: <u>Yes/No</u>	On school website: <u>Yes/No</u>

# FIRST AID POLICY

## 1. Aims

The aims of our First Aid policy are to:

- ensure the health and safety of all pupils, staff 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*, 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*, requires employers to make an assessment of risks to the health and safety of employees.
- *The Management of Health and Safety at Work Regulations 1999*, 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*, states that some accidents must be reported to the Health and Safety Executive (HSE), and sets out the time frame for this and how long records of such accidents must be kept.
- *Social Security (Claims and Payments) Regulations 1979*, sets out rules on the retention of accident records.
- *The School Premises (England) Regulations 2012*, requires schools to ensure suitable space is provided to cater for the medical and therapeutic needs of pupils.

## 3. Links with other policies

This First Aid Policy should be read in conjunction with the following school policies:

- Health and Safety Policy
- Children with Medical Conditions Policy

## 4. Roles and responsibilities

### 4.1 Appointed person(s) and First Aiders

The school has trained, qualified paediatric First Aiders (see section 8) who are responsible for:

- acting as first responders to any incidents when someone is injured or becomes ill;
- assessing the situation where there is an injured or ill person, and provide immediate and appropriate treatment;
- liaising with a member of SLT to send a pupil home to recover, where necessary;
- liaising with office staff to ensure that parents/carers are notified of a head injury and given the option of collecting the child to take them for medical examination;
- for serious illness or injury, ensuring that an ambulance or other professional medical help is summoned when appropriate;

- filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident;
- ensuring there is an adequate supply of medical materials in First Aid kits, and alerting the School Business Manager if First Aid supplies are running low or dressings are out of date.

#### **4.2 The local authority and Governing Body**

Somerset 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 Body. In turn, the Governing Body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

#### **4.3 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 their 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 7.3).

#### **4.4 Staff**

School staff are responsible for:

- ensuring they follow First Aid procedures;
- ensuring they know who the First Aiders in school are;
- informing their line manager and/or the Headteacher or the Business Manager of any specific health conditions or First Aid needs.

### **5. First Aid procedures**

#### **5.1 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 and asked to collect their child. Upon the arrival of parents, the First Aider will recommend next steps to the parents.
- If emergency services are called, the School Business Manager or another member of office staff will contact parents immediately.

- The First Aider will complete an accident report form (see section 7.2) on the same day or as soon as is reasonably practical after an incident resulting in an injury.

## **5.2 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
- Access to parents' contact details.

Risk assessments will be completed by the lead member of staff 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.

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## **6. 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;
- classrooms/shared areas.

## **7. Record-keeping and reporting**

### **7.1 First Aid and Accident Record Book**

- A minor accident form is completed if the injury needs only very minor First Aid, e.g. a wipe, cold compress, plaster or ice pack for a short time.
- A white tear-off slip is sent home to inform parents.
- Records held in the First Aid and Accident Book will be retained by school for a minimum of three years.

## 7.2 AIRS 1 Form

- An AIRS 1 accident form (Accident/Near Miss/Violence at Work Reporting Form (1.05)) will be completed by the relevant First Aider on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will also be added to the pupil's educational record by the school office staff.
- In accordance with Regulation 25 of the Social Security (Claims and Payments) Regulations 1979, an AIRS 1 form will be kept until the child is 21 years old.

## 7.3 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 HSE as soon as is reasonably practicable, and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include the following:

- 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 seven 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 on the HSE website:  
<http://www.hse.gov.uk/riddor/report.htm>

## 7.4 Notifying parents

The class teacher or teaching assistant 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. A white tear-off slip from the First Aid and Accident Record Book (see section 7.1) will be sent home for any and all minor accidents.

#### **7.5 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 local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

#### **8. 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 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 three years.

#### **9. Monitoring and review**

This policy will be reviewed by the Headteacher in conjunction with the Health and Safety Governor and School Business Manager every three years. After every review, the policy will be approved by the full governing body.