



# Stadhampton Primary School

## First Aid Policy

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### 1. Aims

The aims of this policy is to set our guidelines for all staff in school in the administering of First Aid to children, employees 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.

This policy will be shared with all employees during their induction to ensure they are familiar with the school's First Aid Procedures.

The Governors are committed to the RIDDOR procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

### 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:



- 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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

### 3. Roles and responsibilities

At least one member of staff with current First Aid training is on the premises at any one time.

At least one member of staff who has current paediatric first aid (PFA) will be on the premises at all times.

The school currently has 19 Paediatric First Aiders with valid certificates.

#### 3.1 Appointed person(s) and first aiders

The school has trained paediatric first aiders. 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 (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

Names of trained first aiders will also be displayed prominently around the school.

#### 3.2 The Acer Trust and governing board

The governing board 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.



### 3.3 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 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 6)

### 3.4 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 for all incidents they attend to where a first aider is called
- 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 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, the Headteacher or if not available the School Administrator team will contact parents immediately
  - The First Aider or the relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable 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 mobile phone
- A portable first aid kit



- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk Assessments will be signed off by the EVC 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.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2.

## 5. 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 individually wrapped Sterile bandages
- Assortment of sized, individually wrapped sterile adhesive dressings
- 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 to be kept in first aid kits.

First aid kits are stored in the Staffroom.

Portable First Aid kits for trips and local visits are stored in the first aid cupboard.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

When a trained First Aider assesses small bumps or grazes and decides no formal First Aid is required, i.e, the First Aid box or the First Aid cupboard is not needed, we will not record the incident.

However, all administered First Aid and all head injuries must be recorded.



A School Accident Record Form will be completed by the first aider or relevant member of staff on the same day or as soon as possible after an incident resulting in injury

As much detail as possible should be supplied when reporting an accident, completing the form fully and to include:

- Child's Name
- Location of incident
- Time of incident
- Details of injury
- The decision to call parents or not
- The name of the First Aider

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) Regulation 1979, and then securely disposed of.

A call home is made if there has been a slight head or eye injury.

School will follow HSE guidance on incident reporting in schools (copy in First Aid folder in staffroom).

Children who have significant medical needs are displayed in the medical cupboard in the staff room.

Parents must inform the school of any significant medical needs or changes in their child's medical needs.

## 6.2 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

## 6.3 Reporting to the HSE

The school 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 will report these to the Health and Safety Executive (HSE) as soon as is reasonably practicable and in any event 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.

### 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 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
- Work-related 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). In this case, the Headteacher 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 the 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 Asthmas, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attribute 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

### **Pupils and other people who are not at work (e.g. visitors): 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 where 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 substance 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>



## 6.4 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 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.

## 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 will keep a register of all trained first aiders, what training they have received and when this will expire.

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 every 2 years.

At every review, the policy will be approved by the Headteacher and Chair of Governors.

## 9. 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



## 10. Appendix A

# School Accident Record Form



Report Issued by:

Pupils Name:

Date:  Time:  Class:

Location and details of accident/incident/illness/witnesses present:

<input type="checkbox"/> Head injury	<input type="checkbox"/> Vomiting/Nausea
<input type="checkbox"/> Asthma	<input type="checkbox"/> Sprain/Twist
<input type="checkbox"/> Bump/Bruise	<input type="checkbox"/> Nosebleed
<input type="checkbox"/> Cut/Graze	<input type="checkbox"/> Stomach pain/Upset tummy
<input type="checkbox"/> Headache/High temperature	<input type="checkbox"/> Mouth injury/Toothache/Loose or missing tooth
<input type="checkbox"/> Other:	

Details of Treatment and additional comments:

Ice pack/cold compress     First aid given     Ambulance called

Well enough to stay in school after first aid     Collected from School

Is parent/carer contact needed    Yes  No

Parent/carer contacted     telephone     email

Unable to contact parent/carer

Signature:

Print name:

Date:

**IMPORTANT: Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.**

GDPR COMPLIANCE: Remove ALL copies on completion and file according to your GDPR policy.