

First Aid Policy



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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, 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 Education (Independent School Standards) Regulations 2014**, which require that suitable space is provided to cater for the medical and therapy needs of pupils This policy complies with our funding agreement and articles of association

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Jayne Bellamy and First Aiders are:

First Aiders

Agnes Kusmirek	JWP Training	Level 3 award in emergency first aid at work	
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Amy Marshall	JWP Training	Level 3 award in emergency first aid at work	
Ashton Ruddy	JWP Training	Level 3 award in emergency first aid at work	
Bev Woodward	JWP Training	Level 3 award in emergency first aid at work	
Carly Billam	JWP Training	Level 3 award in Paediatric First Aid	
Carol Ibbotson	JWP Training	Level 3 award in emergency first aid at work	
Denise Pilcher	Crystal Clear	Level 3 award in Paediatric First Aid	
Denise Pilcher	Crystal Clear	Level 3 award in emergency first aid at work	
Isabel Rose	JWP Training	Level 3 award in emergency first aid at work	
Jane Dawtry	JWP Training	Level 3 award in emergency first aid at work	
Jayne Bellamy	JWP Training	Level 3 award in emergency first aid at work	
Jennifer Birch	JWP Training	Level 3 award in emergency first aid at work	
Justine Duncan	JWP Training	Level 3 award in emergency first aid at work	
Karen Hyndman	JWP Training	Level 3 award in emergency first aid at work	
Karen O'Rilly	JWP Training	Level 3 award in emergency first aid at work	
Karla Kaczmarczyk	Crystal Clear	Level 3 award in Paediatric First Aid	
Katrina Cooper	JWP Training	Level 3 award in first aid at work	
Kaye Perri	First Aid Awards Ltd	L3 Supervising First Aid for Mental Health	
Kaye Perri	JWP Training	Level 3 award in emergency first aid at work	
Leigh Burns	JWP Training	Level 3 award in emergency first aid at work	
Lilly Mitchell	JWP Training	Level 3 award in emergency first aid at work	
Lindsey Mappin	JWP Training	Level 3 award in emergency first aid at work	
Lisa Watkinson	JWP Training	Level 3 award in emergency first aid at work	
Margaret Allen	JWP Training	Level 3 award in emergency first aid at work	
Naomi Turner	JWP Training	Level 3 award in emergency first aid at work	

Niamh Lane	JWP Training	Level 3 award in emergency first aid at work	
Nicole Brown	JWP Training	Level 3 award in emergency first aid at work	
Radhika Bakshi	JWP Training	Level 3 award in emergency first aid at work	
Rowena Parkinson	JWP Training	Level 3 award in emergency first aid at work	
Rozena Begum	JWP Training	Level 3 award in emergency first aid at work	
Ruth Ellis	JWP Training	Level 3 award in emergency first aid at work	
Sarah Baker	JWP Training	Level 3 award in emergency first aid at work	
Sharron Liversidge	Crystal Clear	Level 3 award in emergency first aid at work	
Shazia Ashfaq	JWP Training	Level 3 award in emergency first aid at work	
Sophie Derbyshire	JWP Training	Level 3 award in emergency first aid at work	
Valarie Creaghan	JWP Training	Level 3 award in emergency first aid at work	
Wendy Aydermir-Beech	JWP Training	Level 3 award in first aid at work	

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
- Keeping their contact details up to date

Our school's appointed persons and first aider's names will also be displayed prominently around the school.

3.2 The 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 Principal and staff members.

3.4 The Principal

The Principal 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 6)

3.5 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/appointed person is not called
- Informing the Principal 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
- 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, a member of staff will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day with the Business Manager as soon as is reasonably practical after an incident resulting in an injury

In the event of an incident requiring minor first aid, a first aider will provide the required treatment and complete a first aid note for the child to take home. (see Appendix 1 for procedure given to staff)

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
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Educational Visits Coordinator 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 for the EYFS children, 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 with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Various sized dressings
- Trauma bandage
- 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.

First aid kits are stored in:

- KS1
- Y3/4
- Y5/6
- Foundation
- Staff room
- School kitchen

6. Record-keeping and reporting

6.1 First aid and accident reporting system

- An accident form on Wellworker will be completed by the first aider/relevant member of staff 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
- Records held in the first aid and accident reporting system 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.
- Minor incidents of first aid will be recorded in the carbon copy first aid book, with the slip given to the child to take home to parents.

6.2 Reporting to the HSE

The 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 Business Manager 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 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 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: How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

A 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.

6.4 Reporting to Ofsted and child protection agencies

The operations manager 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 Inclusion & safeguarding Lead will also notify Sheffield 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

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 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 and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Business Manager every three years. At every review, the policy will be approved by the Principal and LECC.

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

Appendix 1

First Aid Processes

If you have a child in your care that has hurt themselves

- Check immediate need – where hurts/bleeding etc and reassure child
- If it is just a graze/bump, please send to the TA on First Aid playground duty or within the classroom/neighbouring classroom for cleaning/ice pack and first aid note (new books have been ordered)
- If a child complains of a limb or head hurting, they must be assessed by a first aider. If the TA on duty is needed for supervision of an area, there will be a first aider available in school to do this – please send the child to the Office where a First Aider will be found.
- If it is more serious, and you need assistance on the playground, please send a child or other adult to fetch help from a TA or SLT
- If a child bumps their head, they must be assessed by a first aider, treated and a bump note issued for going home
- All first aid given must be recorded in books and slip given to child to take home. The first aider will decide if the parent needs to be rung as well – normally if it is a very visible injury that parents need pre-warning about.
- More serious accidents involving the child going home or to hospital have to be reported to the Trust – please speak to the business manager about this to provide details of the incident.
- If the child has reported the incident to you, you must make sure that they are seen by a first aider. You will need to let the class teacher know where the child is if it is the end of the session and they are still with a first aider.

Currently all Teaching Assistants and most teachers are trained in First Aid and can administer this.

There should always be a first aid kit and accident record book outside at playtime and lunchtimes along with a qualified first aider.

