

# FIRST AID POLICY

<b>Revised by School</b>	June 2018
<b>Responsible Person</b>	Hilary Faulkner
<b>Responsible Committee</b>	Full Governing Body
<b>Ratified by GB</b>	July 2018
<b>Next Review</b>	July 2021

## 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

### **3. Roles and responsibilities**

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

The school's appointed person is the Headteacher. They are responsible for:

- Taking charge when someone is injured or becomes ill. The Headteacher delegates this responsibility to the first aiders on duty each day.
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits. The Headteacher delegates this role to the Welfare Assistant.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate. The Headteacher delegates this responsibility to the first aiders on duty each day.

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 2)
- Keeping their contact details up to date

Our school's first aiders are 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 headteacher and staff members.

#### **3.4 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. The minimum for one school day should be;  
1 x First Aid at Work qualified staff member,  
1 x Pediatric First Aid qualified staff member, and  
1 x Emergency First Aid qualified staff member in the playground at lunch time.
- 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

- Ensuring that specified incidents are reported correctly to the HSE when necessary.

### **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
- 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
- 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 office staff will contact parents immediately
- 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

The first aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of a pupil presenting as ill:

- The closest member of staff present will assess the seriousness of the illness and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment

- The first aider, will assess the pupil and decide if the pupil needs to go home, if they can stay in school or if they can stay in school if administered with paracetamol or anti-histamine.
- The first aider or office staff will call the pupils parents/carers to inform them what is happening.
- If the first aider decides that the pupil is well enough to stay in school but needs paracetamol or anti histamine then they will follow the guidelines set down in the Administration of Medicines policy.
- The administration of all first aid given will be recorded in the accident book.
- If the pupil remains in school, the first aider will continue to monitor them at regular intervals.

### **Cuts**

All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. *A list of children with allergies can be found in welfare in the first aid cabinet.* Children who are allergic to plasters will be given an alternative dressing. Minor cuts should be recorded in the accident file and parents informed. ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES. All blood waste should be placed in a bag and disposed of in the outside bin at the front of school.

### **Bumped heads**

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given an advisory “Bumped Head” letter to take home. The child’s teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book and the parent notified by phone.

### **Embedded Objects**

If there is an embedded object in a wound, including a splinter or gravel, the first aider should not make any attempt to remove the object. The wound should be cleaned as much as possible and the parent/carer called.

## **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 and any medical equipment needed for those children i.e. asthma inhalers
- Parents’ contact details

Risk assessments will be completed by the teacher in charge of the activity prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits. If the trip or visit is for Early Years then the first aider with a current pediatric first aid certificate, 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
- 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;

- Welfare
- School office
- The school hall
- Staff room
- KS1 corridor
- KS2 corridor
- Reception class fruit cupboard

First aid kits are located in the KS1 corridor, KS2 corridor, Reception class fruit cupboard, Welfare and the office. Lunchtime supervisors also have small first aid kits that comprise of cleansing sterile wipes only. These should be used to clean minor grazes and cuts that do not need a plaster. First Aid kits for trips are located in Welfare, staff must request these kits through the Welfare Assistant, the day before the trip. There is also a First Aid kit specifically for car journeys with pupils during school time, this kit is kept in the school office.

### **Pupils with medical conditions**

Details regarding children's medical conditions including allergies are kept on SIMS and in the children's pupil files. At the beginning of each academic year a report is run for each class that details all of this information. This is then kept in the classroom, in a secure location, by the class teacher so that it can be referred to when needed. A copy is also kept securely in Welfare. If a child starts the school mid-year then the lists will be re-printed.

First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. The designated nurse from the school nursing service can assist you to prepare a health care plan for such pupils and arrange any necessary training. Pupil health care plans must be available to first aiders, and a copy should be provided to any medical practitioner providing emergency medical treatment to such pupils. For further information please see the Supporting children with medical conditions policy, Administering Medicines policy and the Asthma policy.

### **Hygiene and infection control**

First aiders must follow their training and maintain good standards for infection control. Whenever small amounts of body fluids have to be cleaned up, the spillage kits available in Welfare should be used. These kits contain Personal Protective Equipment for the individual clearing up the spillage and all necessary equipment needed to safely clean up the spillage. The used kit should then be disposed of in the Nappy Waste bin in welfare.

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

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

- A First Aid slip will be completed by the first aider on the same day as the accident occurs. The slip will be given to the child's parent/carer. The school will keep a carbon copy.
- If the accident is more than a simple bump, cut or graze, then a full accident report needs to be completed by all staff members involved. As much detail as possible should be supplied when reporting an accident.
- All accident record forms will be kept by the Business Manager for the current year and then archived in line with the Trust Retention and Deletions policy.

### **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**

Office staff or the first aider involved will inform parents of any serious accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Office staff or the first aider involved will ALWAYS inform parents, on the day, of any accident where their child has sustained a bump to the head.

### **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 School Business Manager every 3 years.

At every review, the policy will be approved by the Headteacher and Governing Body.

### **9. Links with other policies**

This first aid policy is linked to the

- Health and Safety policy
- Asthma Policy
- Administering Medicines policy
- Supporting Children with Medical Conditions Policy