



# First Aid Policy

Reviewed: September 2023

Due for review: September 2024

This Policy also includes the Early Years Foundation Stage and Before and After School Provision

## **1. 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 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

Under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education the head teacher of the School is responsible for making sure that the school has a Health and Safety Policy which includes arrangements for First Aid. This policy outlines the School's responsibility to provide adequate and appropriate First Aid to pupils, staff, parents and visitors. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

This policy addresses the responsibilities, the procedures in place to meet that responsibility and it provides information related to First Aid.

## **2. Aims and objectives**

The aims of our first aid policy are to:

- identify the first aid needs of the school.
- ensure that first aid provision is available at all times for the health and safety of employees and of all those on the school premises.
- provide a framework for responding to an incident and recording and reporting the outcomes.

In accordance with legislation and good practice, the school will ensure that:

- the appropriate number of suitably trained people are appointed as First Aid persons to meet the needs of the School;
- adequate training and guidance is available for first aiders; a record of such training is maintained and monitored

- a risk assessment is carried out to ascertain the needs of the school and the level of provision required;
- the necessary equipment, appropriate resources and facilities are available;
- all staff are made aware of first aid arrangements;
- a written record is kept of all significant accidents both on and off the premises;
- a record is kept of any first aid treatment administered;
- learning from accidents and treatment is shared among first aiders;
- medical forms are completed for each pupil describing any relevant medical or pastoral history, any relevant treatment and newly diagnosed conditions that the school should be aware of.
- Arrangements for children with medical conditions (asthma, diabetes, epilepsy). Inhalers to be carried with children as they move around school. All children with medical conditions monitored.

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

#### **3.1 Appointed persons and first aiders**

The school's appointed persons are Ms. K. Venables (the headteacher), Miss K. Baguley (the first aid co-ordinator) and Mrs V. Martin (the office manager). They are responsible for:

- Taking charge if 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.
- Sending pupils home to recover, where necessary.
- Ensuring that an ambulance or other professional medical help is summoned where appropriate.

First aiders are trained and qualified to carry out the role 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.
- Filling in an accident report on the same day, or as soon as reasonably practicable, after an incident.

#### **3.2 The proprietor**

The proprietor 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 aiders 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.
- Ensuring that adequate space is available for catering to the medical needs of all pupils.
- Reporting specified incidents to the HSE when necessary.

### **3.4 Staff**

School staff are responsible for:

- Ensuring that they follow first aid procedures.
- Ensuring that they know who the first aiders in school are.
- Completing accident reports for all incidents they attend to.
- Informing the headteacher of any specific health conditions or first aid needs.
- Informing the headteacher or office manager of any first aid equipment required if they notice that it is close to running out or absent from a first aid kit.

## **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 the scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in the recovery position.
- If the first aider believes that a pupil is too unwell to remain in school, they will request the opinion of the headteacher or, in her absence, the deputy headteacher, who will then sanction contact with parents.
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in injury.
- There will always be at least 1 person who has a current paediatric first aid certificate on the premises at all times.

In the event of serious illness or injury:

- I. Assess the nature and seriousness of the situation in terms of the child's safety.
- II. Contact the school office or the Headteacher's office for advice and assistance.
- III. Ensure that parents/guardian are contacted and informed.
- IV. After a first aider has administered first aid and an assessment has been carried out, if deemed necessary, call the ambulance. A member of staff will accompany the child to the hospital and wait until the parents arrive. If any doubt, call an ambulance.
- V. Notes on the incident to be written and kept on file. (accident form)
- VI. In all serious situations, the Headteacher must be informed straight away.

## Transport to Hospital or Home

- The First Aider determines what is a reasonable and sensible action to take in relation to the circumstances of each case.
- Where the injury is an emergency, an ambulance will be called following which the parents will be called.
- Where hospital treatment is required but it is not an emergency, then the parents will be contacted for them to take over the responsibility of the child.
- If the parents cannot be contacted then the First Aid Officer may decide to arrange transport of the pupil to hospital.
- Where the First Aid Officer makes arrangements for transporting a child then the following points will be observed.
  - I. Only staff cars or the school car, insured to cover such transportation, will be used.
  - II. No individual member of staff should be alone with a pupil in the vehicle.
  - III. The second member of staff will be present to provide supervision for the injured pupil.
  - IV. At least one member of staff should be of the same gender as the pupil.

## 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 which has been checked and restocked appropriately
- information about the specific medical needs of all pupils
- parents' contact details

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

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.

- The provision of adequate first aid cover forms part of the essential risk assessment involved in organising any off-site activity.
- Where the trip is extended or remote in nature, or the likelihood of injury is higher, a qualified First Aider should accompany the group.
- Where journeys are close to populated areas, or the likelihood of injury is minimal, then an appointed person or someone with a working knowledge of first aid procedures should accompany sports or field trips and other school journeys, and a travelling first aid kit should be provided.
- The planning for such journeys will include what to do in case of accident and emergency.

## 5. First aid equipment and facilities

In compliance with The Education (School Premises) Regulations 1996 the head teacher ensures that a room is made available for medical treatment. This facility contains the following and is readily available for use:

- sink with running hot and cold water
- couch or bed (with water- proof cover)
- clean pillow and blankets;

For minor incidents the office is used to deal with first aid.

First aid kits are stored in:

- the school office (x3) one of these first aid kits should **always** be taken to PE lessons
- the pre-prep classroom
- the Kindergarten
- the Kindergarten grab-bag
- the emergency grab-bag

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

### **6.1 Informing Parents**

Parents are informed of all injuries, accidents or illnesses sustained at school, however minor. Parents will be issued an accident form and informed on the same day or as soon as practically possible as a precautionary measure if the child has been sent to the medical room or if other medical assistance has been required. The injury, accident or illness is recorded. More serious injuries and illnesses are reported by telephone to parents immediately, or as soon as is possible. All head bumps, regardless of size or initial severity will be reported to parents via telephone as soon as possible after the incident.

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

- An accident form will be completed by the first aider on the same day or as soon as is reasonably practicable following an incident.
- As much detail as possible should be recorded when reporting an accident.
- A copy of the accident report form will also be stored in the pupil's file by the Office Manager.
- 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.

### **6.3 Reporting to the HSE**

The First Aid co-ordinator 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 First Aid co-ordinator will report these to the 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.

**School staff: reportable injuries, diseases or dangerous occurrences:**

These include:

- Death
- Specified injuries, which are:
  - o Fractures, other than to fingers, thumbs and toes
  - o Amputations
  - o Any injury likely to lead to permanent loss of sight or reduction in sight
  - o Any crush injury to the head or torso causing damage to the brain or internal organs
  - o Any scalping requiring hospital treatment
  - o Any loss of consciousness caused by head injuries or asphyxia
  - o 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.
  - o Serious burns (including scaldings) 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.
- Work-related injuries that lead to an employee being 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 or first aid co-ordinator 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 occupational exposure. These include:
  - o Carpal tunnel syndrome
  - o Severe cramp of the hand or forearm
  - o Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - o Hand-arm vibration syndrome
  - o Occupational asthma, e.g from wood dust
  - o Tendonitis or tenosynovitis of the hand or forearm
  - o Any occupational cancer
  - o Any disease attributed to an occupational exposure to a biological agent

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: 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 the person is taken directly from school to hospital.

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 substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm> . It is also possible to report online via this link.

Please note that further details regarding RIDDOR and HSE are available in the staffroom Health and Safety File.

#### **6.4 Reporting to Ofsted and child protection agencies (EYFS only)**

The headteacher or first aid co-ordinator will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil whilst 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 or first aid co-ordinator will also notify the Nottinghamshire Children’s Safeguarding Board 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.

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. Supporting Pupils with a Medical Condition**

We support pupils with a medical condition in conjunction with the administration of Medicines Policy.

The school will ensure that all staff will be aware of a child’s condition and all arrangements are in place to ensure such children can access and enjoy the same opportunities at school as any other child and that no child shall be discriminated



against. Individual Health Care Plans will be provided for long term and complex health needs.

All information of children with medical needs is kept secure and up to date. The school provides effective support for medical conditions within the school. The level of detail needs to be suitable to the child's need. It should contain all the relevant medical information, contact details and emergency procedures specific to that child. All relevant staff will be aware of its content. The plans will be reviewed yearly, or as and when changes occur.

We encourage pupils to manage their own asthma inhalers from a young age. Asthma medication is kept near their classrooms until children can use it independently. It must always be taken on school trips, sporting fixtures and events and it is the responsibility of the lead teacher on the trip to ensure that the correct medication is taken (Further information provided in the Asthma Guidance in the First Aid File).

## **9. Monitoring arrangements**

This policy will be reviewed by the first aid co-ordinator annually. At every review, the policy will be approved by the headteacher and/or the proprietor.

## **10. Names of Staff who have been first aid trained:**

### **Emergency First Aid at Work Training**

V Martin (October 2022)  
R Azzopardi (August 2022)

### **Paediatric First Aid**

R Jones (January 2021)  
W Cartledge (May 2021)  
M Mitton (September 2022)  
S Bedford (January 2023)  
M Britten (January 2023)  
L Moore (January 2023)  
C Leverton (January 2023)  
B Marriott (January 2023)

### **First Aid At Work Training**

K Baguley (May 2021)

## **References**

- The Health and Safety (First-Aid) Regulations 1981
- [www.hse.gov.uk/firstaid](http://www.hse.gov.uk/firstaid)
- Guidance on First Aid for Schools – DfE publication

## **APPENDIX 1**

### **Guidelines for Dealing Hygienically and Safely with Spillages of Body Fluids**

Spillages of body fluids potentially pose a health risk so should be cleaned up immediately.

#### **Method**

- Wear disposable gloves and apron
- Place disposable paper towels on body fluid spillage to mop up excess and then dispose in yellow clinical waste bin
- Pour bleach solution (1:10 dilution) on top of spillage area and leave for at least two minutes
- Alternatively, use special body fluid solution and leave for at least one and a half minutes
- Use paper towels to wipe up bleach and spillage and then discard into yellow clinical waste bag
- Discard gloves and apron into yellow clinical waste bag
- Wash and dry hands thoroughly

Please note that bleach will damage soft furnishings and carpet so shouldn't be used on these surfaces. These areas should be cleaned and disinfected using hot water and detergent followed by steam cleaning.

#### **Soiled Clothing**

- Do not manually rinse/soak soiled items
- Flush any solid material (vomit/faeces), into the toilet, carefully avoiding any splashing
- Place in to a sealed, waterproof bag for parent to collect
- Wash hands with liquid soap and dry with paper towels

#### **Blood spills on clothing**

- Change clothes (immediately if possible)
- Do not manually rinse/soak
- Place in sealed, waterproof bag for parent to collect
- Place used plastic bag in a yellow clinical waste bag
- Wash hands with liquid soap and dry with paper towels

## Appendix 2

### Minimum requirements for first aid kits, as specified by HSE

The content of your first aid kit should be based on your first aid needs assessment. As a guide, where work activities are low-risk (for example, desk-based work) a minimum first aid kit might contain:

- a leaflet with general guidance on first aid (for example, HSE's leaflet *Basic advice on first aid at work*).
- 20 individually wrapped sterile plasters of assorted sizes.
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages, preferably sterile.
- 6 safety pins.
- 6 medium-sized sterile, individually wrapped, unmedicated wound dressings.
- disposable gloves.

This is a suggested contents list.

If you are buying a kit look for British Standard (BS) 8599. By law, your kit doesn't have to meet this standard but you should check it contains what you've identified in your needs assessment.

#### **Maintaining or replacing contents of a first aid kit**

Check your kit regularly. Many items, particularly sterile ones, are marked with expiry dates. Replace expired items, disposing of them safely. If a sterile item doesn't have an expiry date, check with the manufacturer to find out how long it can be kept. For non-sterile items without dates, you should check that they are still fit for purpose.