

First aid policy

Chiltern Primary School



Together, we are proud to learn to make a difference to ourselves and others.

Approved by:	T and L on behalf of the FGB	Date: 24 TH January
Last reviewed on:	Jan 2023	
Next review due by:	December 2023, or when updates are shared	

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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](#), 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 School Premises \(England\) Regulations 2012](#), 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 persons are shown in appendix a and displayed in our first aid area. 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 (see the template in appendix 2/ school form)
- Keeping their contact details up to date.

Our school's appointed persons and trained first aiders are listed in appendix 1 on p9/10. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

West Northants County Council (WNCC), along with AMEY, 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 board.

The governing board 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 and reasonable number of appointed persons, trained first aiders and paediatric 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
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring a named staff member quality assures records and treatment each week/ term
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to WNCC and 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 trained first aiders are in school
- Completing accident reports (see appendix 2) for all incidents they attend to where a trained first aider is not called
- 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
- In times of an emergency, a responsible child will be sent in with a first aid card to get fully trained first aiders in school to the incident
- 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 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 the office staff will contact parents immediately
- The first aider/ relevant member of staff will complete an accident report form (green folder) on the same day or as soon as is reasonably practical after an incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

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 including, at minimum:
 - Blank reporting page
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
 - Bin bags
- Information about the specific medical needs of pupils

➤ Parents' contact details

Risk assessments will be completed by the trip leader, supported by admin, our e-visits portal and the Head 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 (PFA) certificate on school trips and visits involving EYFS, 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 – supported by HSE:

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits – this is stored appropriately by the office team.

First aid kits are stored in:

- The medical drawers in the first aid area
- Reception – main office
- The school hall for lunches
- The staffroom
- Key stages for break times

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the staff member administering first aid 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, including all of the information included in the accident form at appendix 2 (or school own)
- These daily records are checked each week by a staff member
- A wrist band will be supplied to the child, documenting the injury to ensure parents/ carers are aware of what has happened and can then monitor the child at home
- If the injury is a head bump, then the parents will be called, a sticker placed on the child's top so class staff can monitor and a green form also sent home and filed for reporting
- 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.

6.2 Reporting to the HSE

The SBM 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 SBM will report these to WNCC and 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 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
- 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 SBM will report these to WNCC and 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:
 - 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 asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed 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 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 substances 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>

We will also report this to WNCC and AMEY.

6.3 Notifying parents (early years only)

The first aider or SBM (or office staff) will inform parents of any accident or injury resulting in a banged head and any first aid treatment given, and signs to monitor, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

Their child will also wear a green band home if they have sustained any other injury, explaining the incident, allowing adults at home to monitor.

6.4 Reporting to Ofsted and child protection agencies (early years only)

The SBM 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 SBM will also notify WNCC, Police, MASH and AMEY 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 and school leaders will ensure there is appropriate coverage across the school and for wider events.

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 (see appendix 3/ school folder in the office).

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 Finance and Premises team every year, with interim updates if released. At every review, the policy will be approved by the FGB.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk Assessments
- Policy on supporting pupils with medical conditions
- Policy on administering medicines
- Inclusion
- Equalities

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Mrs Britten	FSW	214
Mrs Croxford	AHT	204
Mrs Groom	KS2 LEAD/ Y6	223
Miss Paul	Y6 Teacher	221
Mrs Richardson	Library/ Lunch/ Lead 1 st Aid	217

List of EFAAW

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Mrs Anitei	Y3 Teacher	225
Mrs Botterill	EYFS TA	210
Miss Butlin	Behaviour Lead	208
Miss Byrnes	Y4 SEN TA/ Nurture Lead	226
Mrs Gordon	Y2/3 SEN TA/ ASC	226
Miss Herridge	Y1 SEN TA	206
Mrs Jurisova	Y5 TA	222
Miss La Porta	Y1 Teacher	206
Mrs Llewelyn	Y6 SEN TA	221
Mrs Lovell	Y4 TA	227
Mrs Mellett	Y1 TA	206
Mrs Musset	Y3 SEN TA	225
Mrs O'Dell	CS/UQT	223
Mrs Ridler	Y6 TA	223
Mrs Robertson	Y5 Teacher	222
Mrs Robinson	Y2 TA	207
Ms Stubbs	Y2 SEN TA	207

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Mr Yeo	Y4 Teacher	227
Mrs York	Y3 TA	225

Paediatric First Aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Mrs Dickerson	Y2 SEN TA	207
Ms Hall	EYFS TA	210

Appendix 2: accident report form (see school sheets in green first aid folder)

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
<p>Describe in detail what happened, how it happened and what injuries the person incurred.</p>			
ACTION TAKEN			
<p>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</p>			
FOLLOW-UP ACTION REQUIRED			
<p>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.</p>			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 3: first aid training log – see first Aid folder in the office

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			