



**South Gosforth First School**  
*'Roots to grow and wings to fly'*

**South Gosforth First School**

**First Aid Policy**

	<b>Staff</b> <ul style="list-style-type: none"><li>• Read it</li><li>• Chance for feedback</li></ul>	<b>FGB/Sub committee</b> <ul style="list-style-type: none"><li>• Approved</li></ul>	<b>Accessible</b> <ul style="list-style-type: none"><li>• Website link</li><li>• Saved</li></ul>
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<b>Next Review Due:</b>	<b>October 2021</b>		

Member of staff with responsibility:

- Mr Adams (Head Teacher)
- Mrs Whitehouse (Deputy Head Teacher and First Aider)

Summary of main points and actions:

- Aims of First Aid
- Roles and Responsibilities
- First Aid Procedures
- First Aid Equipment
- Record Keeping and Recording
- First Aiders in School

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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 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

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

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

The school’s appointed first aider(s)/person(s) are Mrs Whitehouse, Mrs Renwick, Miss Parker, Mrs Swinburne and Mrs Logan. 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)
- Keeping their contact details up to date

Our school’s first aiders (all trained staff) are listed in appendix 1.

#### 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 Head Teacher

The headteacher 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 (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the Head Teacher or their SLT 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, Mrs Dixon or a member of the SLT will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical 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 and any appropriate medication
- Parents' contact details are available through the School Office and staff have mobile phone contact details.

Risk assessments will be completed by the Class Teacher and are approved by SLT 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.

## **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:

- The wet areas in School
- Reception (at the desk)
- The school hall
- The school kitchens

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

### **6.1 Record – keeping for minor injuries**

**The following list identifies minor injuries that should always be recorded on the Minor Injuries Record Sheet:**

- All head injuries
- Any injuries that result in dressings or plasters being applied

See attached sheet that will be kept in a file (in a cupboard) in each Key Stage wet area. At the end of each half term these will be removed and stored in the school office alongside accident reports.

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

- An accident form 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 a non-minor injury.
- As much detail as possible should be supplied when reporting a significant accident, including all of the information included in the accident form on the Newcastle Health and Safety website.
- A copy of the accident report form will be filed in the School Office and sent to Newcastle City Council.
- 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. (School has a policy of keeping these for longer.)

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

The lead SLT 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 SLT 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)  
<http://www.hse.gov.uk/riddor/report.htm>

#### **6.4 Notifying parents**

Mrs Dixon or a member of the SLT 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.

#### **6.5 Reporting to Ofsted and child protection agencies**

The SLT 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 SLT will also notify Newcastle LA Children's Services 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 (see appendix 3).

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 SLT and Governing Body every year.

At every review, the policy will be approved by the staff, SLT and governing body.

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Administration of medicine
- Policy on supporting pupils with medical conditions

### Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Staff member's name	Role	Contact details
Jill Whitehouse	Deputy Headteacher	0191 2853453
Nicola Renwick	Y3 Class Teacher	As above
Amanda Logan	Y2 Class Teacher (SLT)	As above
Kate Parker	Y1 Class Teacher	As above
Joanna Dornan (Paediatric)	TA	As above
Aminah Anwar (Paediatric)	TA	As above
Jane Milnes (Paediatric)	TA	As above
Jill Stone (Paediatric)	TA	As above

Main school staff – basic first aid training as part of Training Day CPD.

### Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
First Aid at Work Level 3	Jill Whitehouse Kate Parker Nicola Renwick Amanda Logan	October 2019 October 2019 October 2019 October 2019	October 2022 October 2022 October 2022 October 2022
Paediatric first aid	Aminah Anwar Joanna Dornan Jane Milnes Jill Stone	Nov 2018 September 2019 April 2016 October 2019	Nov 2021 September 2021 TBA October 2022 October 2022
First Aid Basic Training	Main Staff	July 2019	July 2022