

First Aid in School Policy

Date ratified	November 2019
Committee Responsible for Policy	Full Governing Body
Date to be updated	November 2020
Headteacher Signature	
Chair of Governors/ Committee Signature	

Growing together as children of God

At Holy Trinity C of E Primary School:

- we want our pupils to **grow** in confidence, independence, resilience and knowledge, so that all achieve their full potential and develop a life-long love of learning and of the world around us.
- we work **together** with families, community and church to model positive relationships, supporting each other and acknowledging that we are stronger when we work together.
- we are growing together as **children of God**, strengthening our faith, secure in the knowledge we are unique, loved and cherished

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

Appointed persons and first aiders

The School Business Manager is responsible for the overall management of first aid and for ensuring that first aiders complete the following:

- 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 are listed in appendix 1. Their names will also be displayed prominently around the school.

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.

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
- 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 staff 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)

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 is not called
- Informing the Headteacher or School Business Manager of any specific health conditions or first aid needs

4. First aid procedures

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 Headteacher 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

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
- Parents' contact details (if the trip or part of the trip takes place outside normal school hours – in all other circumstances, parents' contact details will be obtained by telephoning the school office)

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 one first aider on school trips and visits outside the local area. When those visits include pupils from the Early Years Foundation Stage, 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 supplies for use in school are stored in the medical room.

First aid kits for use on school trips and visits are stored in the school office.

6. Record-keeping and reporting

First aid and accident report forms

An first aid report 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 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

Records held in the first aid report file 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.

Reporting to the HSE

The School Business Manager/ Headteacher 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 School Business Manager/ Headteacher will report these to the London Borough of Merton and 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

Notifying parents

A member of staff 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.

Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in 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 Headteacher will also notify all relevant 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

The school's First Aid Risk Assessment will determine the minimum number of first aiders that are required at any one time.

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 1).

The Senior Leadership Team will ensure that a member of staff with a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework is on the premises at all times when children from the EYFS are present (including during the normal school day, school trips and After School Club). If the regular staff members are absent, the Senior Leadership Team will ensure that cover staff have the required qualification.

8. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

9. Links to other policies

This policy links to the following policies:

- Health and Safety Policy
- Supporting Children with Medical Conditions in School

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APPENDIX I: List of First Aiders (Last updated 1 October 2019)

Name	Location	Qualification	Expiry Date
Abi Hann	Deputy Headteacher	Emergency First Aid at Work Emergency First Aid at Work – Paediatric	June 2020 June 2020
Carol Sumner	Breakfast Club Reception Owls	12-Hour Paediatric Emergency First Aid	July 2022
Tina Panners	Breakfast Club Reception Robins	12-Hour Paediatric Emergency First Aid	July 2022
Clare Lyons	Year 1 Moles After School Club	Emergency First Aid at Work Emergency First Aid at Work – Paediatric	June 2020 June 2020
Camille Smythe	Nursery	Emergency First Aid at Work Emergency First Aid at Work – Paediatric	June 2020 June 2020
Debi Feltham	Lunchtime Supervisors	12-Hour Paediatric Emergency First Aid	July 2022
Denise Jenkins	Breakfast Club Year 2	12-Hour Paediatric Emergency First Aid	July 2022
Fedaa Abdelkhaleq	Lunchtime Supervisors After School Club	Emergency First Aid at Work Emergency First Aid at Work – Paediatric	June 2020 June 2020
Jackie Cooper	School Office	Emergency First Aid at Work Emergency First Aid at Work – Paediatric	June 2020 June 2020
Lannette Rodrigues	Year 4	Emergency First Aid at Work Emergency First Aid at Work – Paediatric	June 2020 June 2020
Laura Fairhurst	Finance Office	Emergency First Aid at Work Emergency First Aid at Work – Paediatric	June 2020 June 2020
Sarah-Jane Augustine	Year 4T After School Club Lunchtime Supervisor	Emergency First Aid at Work Emergency First Aid at Work – Paediatric 12-Hour Paediatric Emergency First Aid	June 2020 June 2020 July 2022
Samantha Joiner	School Office	Emergency First Aid at Work Emergency First Aid at Work – Paediatric	June 2020 June 2020
Sima Mehta	Nursery	Emergency First Aid at Work Emergency First Aid at Work – Paediatric	June 2020 June 2020

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Sue Mares	Year 3H Lunchtime Supervisors After School Club	Emergency First Aid at Work Emergency First Aid at Work – Paediatric 12-Hour Paediatric Emergency First Aid	June 2020 June 2020 July 2022
Tina Panners	Breakfast Club Reception Robins	Emergency First Aid at Work Emergency First Aid at Work – Paediatric	June 2020 June 2020
Nirushka Faugoo	Learning Support Assistant	12-Hour Paediatric Emergency First Aid	April 2021
Sharon Townsend- Hall	Lunchtime Supervisors	12-Hour Paediatric Emergency First Aid	November 2021
Alex Walker	School Office	12-Hour Paediatric Emergency First Aid	July 2022
Rosalie Hendry	School Office	12-Hour Paediatric Emergency First Aid	July 2022
Linda Wyke	Year 5	12-Hour Paediatric Emergency First Aid	July 2022
Sophie McDonald	3T	12-Hour Paediatric Emergency First Aid	July 2022
Kim Dawe	3T School Library	12-Hour Paediatric Emergency First Aid	July 2022

APPENDIX 2: First Aid Report Form

Date of Incident	<input type="text"/>	Time of Incident	<input type="text"/>
Name of Injured Person	<input type="text"/>	Class (if HT Pupil)*	<input type="text"/>
Details of the Incident <i>Please give full details</i>	<input type="text"/>		
Treatment Given <i>Please give full details</i>	<input type="text"/>		
Follow Up – In School <i>Please give name of staff member informed and any advice given</i>	<input type="text"/>		
Follow Up – Parents/ Carers	N/A <input type="checkbox"/>	Red Head Bump Letter <input type="checkbox"/>	Loss of Consciousness Form <input type="checkbox"/>
	Phone call <input type="checkbox"/>	Gold Vomiting/ Diarrhoea Letter <input type="checkbox"/>	
	Email <input type="checkbox"/>	Green Nosebleed Letter <input type="checkbox"/>	
<i>If applicable please give:</i> <ul style="list-style-type: none">• Name of person contacted• Time of contact• Details of any advice given	<input type="text"/>		
Name of Staff Member/ First Aider Assisting	<input type="text"/>	Staff Signature	<input type="text"/>

* If the injured person is not a HT pupil or staff member, please note down their address. If additional follow up is required (e.g. hospital visit) please make additional notes and attach these to this form.