

Peters Hill Primary

Ambition

Belief

Compassion

Pride

Respect

First Aid In School Policy

February 2025

Legal Duty

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

At Peters Hill this will be achieved by:

- Ensuring there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises;
- Ensuring there are suitable and sufficient facilities and equipment available to administer first aid.

The Regulations do not place a legal duty on employers to make first aid provision for non-employees such as the public or children in schools. However, the Health and Safety Executive strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them. Also, *DfE Statutory framework for the early years foundation stage* states 'At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings.'

Policy Aims

The aims of our first aid policy are to:

- Consider 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

Definitions

First Aid

Health and Safety (First Aid) Regulations 1981 defines first aid as:

- (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and,
- (b) treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse;

First aider

A first-aiders is someone who has undertaken training appropriate to the circumstances. They must hold a valid certificate of competence in either:

- first aid at work
- emergency first aid at work
- any other level of training or qualification that is appropriate to the circumstances, eg paediatric first aid

Appointed person

The role of this appointed person includes looking after the first-aid equipment and facilities and calling the emergency services when required.

First aid at work

First aiders that have undergone first aid at work training are suited to higher or advanced level hazards, or where a needs assessment identifies additional hazards or risks, or staff with a medical condition such as asthma, diabetes or a heart condition.

Paediatric first aider

Paediatric first aiders are those caring for young children in any setting. The paediatric first aid training course is recognised by OFSTED.

AED

An automated external defibrillator (AED) is a portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient and can be used to treat them through defibrillation.

Roles and responsibilities

The local authority and governing board

As a maintained school, the local authority is deemed to be the employer. However, responsibility for the strategic management of health and safety matters in the school is delegated to the school's governing body. The governing body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

Appointed person

The school has an appointed person. The appointed person is 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

First aiders are trained and qualified to carry out the role. First aiders should:

- Attend all first aid courses and appropriate requalification and refresher training as required
- Familiarise themselves with the location of first aid kits, treatment rooms and other equipment as necessary
- Undertake any required first aid within the remit of their training, assessing and providing treatment considered appropriate
- Complete all appropriate records of any first aid administered and advice given and ensure incidents are reported as necessary

The names of trained staff will be identified in key areas around the school, eg first aid room(s) and main office. Paediatric first aid staff will be identified in appropriate areas of school.

The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aid trained staff are present in school as required
- 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 administering first aid.

- Reporting specified incidents to the Local Authority when necessary.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they are aware of the names and location of first aiders in school.
- Completing or contributing to appropriate reports for any incidents they witness or attend.
- Informing the Headteacher or their line manager of any specific personal health conditions or first aid needs.

First aid procedures

In-school procedures

In the event of an incident resulting in injury or suspected injury:

- The closest member of staff present will seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider will assess the injury and request further assistance if needed from a colleague or the emergency services. The first aider will remain on scene until help arrives.
- The first aider will decide whether the injured person should be moved or placed in the recovery position.
- If the first aider decides that a pupil should not 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 staff will contact parents immediately.

The first aider will complete the appropriate reporting form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.

Off-site procedures

When pupils are being taken off school premises, staff will ensure they have the following items:

- school mobile phone
- portable first aid kit
- information about any specific medical needs of pupils

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

At least one first aider with a current certificate will be included in staffing ratios for school visits.

First aid equipment

A first aid kit in our school will include the following:

- Regular and large bandages
- Triangular bandages
- Wound dressings
- Adhesive tape
- Safety pins
- Disposable gloves
- Disposable aprons

- Antiseptic wipes
- Sterile eye wash pods
- Scissors

First aid kits are located in the following areas:

- Medical room
- Each year group
- Lunchtime Superintendent's room
- Main reception office
- School kitchen
- Nurture Room
- IT office

Record-keeping and reporting

First aid and incident record book

- A numbered pupil accident/minor injury in school form will be completed by a first aider or relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. The top copy will be sent home with the child, with the duplicate copy remaining in the book.
- When completing the form, concise information and detail of the incident should be recorded.

Reporting to the Local Authority and HSE

Where the first aider recommends referral to a hospital or health professional, or where the emergency services are called, the incident will be reported to the Local Authority Health and Safety Officer. The Health and Safety Officer will consider the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and decide if this incident should be reported to the Health and Safety Executive (HSE).

Notifying parents

Parents will be informed of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, by sending a pupil accident/injury in school form home with the pupil. If necessary, parents will also be contacted by telephone.

Selection of first aiders

Persons selected for training as first aiders should:

- Be reliable and likely to remain calm in an emergency
- Be likely to have the ability to cope with an intense course of study and be able to use the knowledge and skills learned during the course
- Be able to carry out what can be physically demanding duties
- Be in a position to leave other tasks immediately to quickly go to an emergency

Instruction and Training

First aid training is obtained through the Corporate Health and Safety Team. Other training providers may be used where the corporate contract does not provide the specialist training required.

Requalification courses must be undertaken prior to the expiry of the current certificate. If this is not achieved that first aider will be required to complete the full course again.

Refresher courses must be attended by those with a first aid qualification once in the 3-year period between requalification courses.

Records will be kept monitoring that training and retraining are carried out at appropriate times.

AED (Automated External Defibrillator)

An automated external defibrillator (AED) is located in school in the foyer area between the large hall and main reception foyer.

Several staff in school have received training in the use of the AED (not first aider training). However, the use of the AED should not be restricted to only persons with this or first aid training.

This equipment can be used effectively with no prior training.

Links with other policies

This first aid policy is linked to:

- Health and safety policy
- Supporting pupils in school with medical conditions policy