

# FIRST AID POLICY



**Approved by:** Local Governing Body

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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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

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

The school's appointed person for first aid is Paula Dale. She 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
- Sending pupils home to recover, where necessary

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
- 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)

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The governing body**

The governing body 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 headteacher**

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

- Ensuring that an appropriate number of appointed persons and trained first aiders present in the school at all times (as a school 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.)
- 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 facilitating the medical needs of pupils
- Sending pupils home to recover, where necessary
- Reporting specified incidents to the HSE when necessary, seeking advice from the Wessex MAT Health and Safety Officer. (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
- Qualified first aiders should complete accident slips or reports (see appendix 2) for all incidents they attend
- Informing the headteacher or appointed first aid person of any specific health conditions or first aid needs they may have

## **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 seek the assistance of a qualified first aider, 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, appointed person or headteacher 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 appointed person or headteacher will recommend next steps to the parents
- If emergency services are called, the appointed person or headteacher will contact parents immediately

- The appointed person or a paediatric first aider (in the pre-school) will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury which requires further treatment or results in time away from school.

## 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
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the teacher and agreed by the head teacher 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. In other year groups, there will always be at least one first aider on school trips and visits.

## 5. First aid equipment

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

- Contents List
- A leaflet with general first aid advice
- Medium & Large sterile dressing
- Triangular & conforming bandages
- Safety pins
- Eye Pad sterile dressing
- Plasters of assorted sizes
- Antiseptic Wipes
- Adhesive (micropore) tape
- Disposable gloves
- Finger dressing
- Resuscitation face shield
- Emergency foil blanket
- Eye wash
- Tough cut shears/scissors

Some first aid kits (at the office, kitchen and staff room):

- Burn dressing

Some first aid kits (at the office, Hall PE cupboard and lunchtime supervisors)

- Ice pack

No medication is kept in first aid kits.

First aid kits are stored:

- In the pre-school
- In each classroom (cupboard at the back of the room, above the sink)
- In reception/office

- In the school hall in the PE cupboard
- In the school kitchen
- In group room 1
- In the staff room
- By the lunchtime supervisors, to take outside during lunch times
- In the stationery cupboard, to be taken on trips out

As well as this, there is a defibrillator in the school library. The batteries for this are checked monthly by the appointed person.

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

### **6.1 First aid accident recording**

- For pupils, the accident slip is a carbon copy book; a copy is retained and a copy is sent home to the parents
- An accident slip from the carbon copy book will be completed by the first aider that deals with the incident on the same day
- For more serious accidents involving pupils and any involving staff or visitors, the incident reporting form in appendix 2, will be completed on the same day or as soon as is reasonably practical after an incident resulting in an injury which requires further treatment or results in time away from school
- 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
- A copy of the accident report form will also be added to the pupil's educational record by the appointed person or pre-school first aider
- The carbon copy book will be retained by the school for a minimum of 3 years from the last entry, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. Accident reporting forms will be retained by the school for a period of 25 years from date of birth for pupils and 6 year from date of incident for adults.

### **6.2 Reporting to the HSE**

The appointed person 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).

They 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. These are also reported to the health and safety officer at the Wessex MAT.

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>

### **6.3 Notifying parents**

Accident slips for minor injuries will be sent home with children on the same day. The appointed person or headteacher will inform parents the 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.

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

The head teacher 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 head teacher will also notify the Children's Advice and Duty Service (ChAD) for professionals (01305 228558) 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 one 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 head teacher and appointed person each year.

At every review, the policy will be approved by the full governing body.

This first aid policy is linked to the

- General policy for health, safety and welfare (MAT) <https://mat.wessex.ac/Policies/S%20-%20MAT%20H&S%20Policy%20Sep%2019.pdf>

- Policy on supporting pupils with medical conditions – this is a statutory one; not sure if this is one the MAT are doing, but have attached a really good model one to work from if needed

## Appendix 1: list of staff roles

Staff member's name	Role	Contact details
Paula Dale	Appointed person, emergency first aider	01929 471334

Staff member's name	Role	Contact details
Tracy George	Paediatric first aider	01929 471334
Cindy Muscato	Paediatric first aider	01929 471334
Mel Miles	Paediatric first aider	01929 471334
Rachael Brown	Paediatric first aider	01929 471334
Kerry Matthews	Paediatric first aider	01929 471334
Katie Bosworth	Paediatric first aid	01929 471334
Jules Perry	Emergency first aid	01929 471334
Mandy Walker	Emergency first aid	01929 471334
Lynette Walker	Emergency first aid	01929 471334
Donna Dent	Emergency first aid	01929 471334
Emma King	Emergency first aid	01929 471334
Karen Furmenger	Emergency first aid	01929 471334
Abigail Etheridge	Emergency first aid	01929 471334

## Appendix 2: accident report form



Thomas Hardy MAT  
Bere Regis Primary and  
Pre-School

### INCIDENT REPORT FORM

For all incidents which resulted in injury/damage to property

#### DETAILS OF INJURED PERSON:

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male  Female

Home Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Was more than one person injured in the same incident? No  Yes

*(If yes, attach a separate form with their details)*

#### INJURED PERSON

Student (Class \_\_\_\_\_)

Employee

Visitor/Public

Contractor/Agency

#### LOCATION OF INCIDENT:

Give as much detail as possible. For example; corridor, class, outside, stairs etc. Include address if incident occurred off site.

INCIDENT DETAILS: Date of Incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_ am/pm

*What was the incident & how did it happen?*

#### TYPE OF INCIDENT

Accident

Dangerous Occurrence

Medical/Illness Event

Violence (Threat/Actual)

Work Related Illness

If the incident did not result in injury / damage but had the potential to do so, please use a 'Near miss' report form.

**INJURY** - What was the resulting injury/outcome? (cut, bruise, ?fracture, swelling, left/right etc. or medical/illness event)

Time Lost - Did the incident result in the affected persons absence? If so how many days: \_\_\_\_\_

#### WITNESS DETAILS (if applicable):

*(Name, address & tel. no. If not from BRS)*

#### ASSAILANT DETAILS (if applicable):

*(Name, address & tel. no. If not from BRS)*

#### ACTION TAKEN:

Back to work

First Aid (given by \_\_\_\_\_)

Sent home

H&S Action Required?

Sent to Hospital

Ambulance Called

Police Called

RIDDOR Query?

#### REPORT COMPLETED BY:

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head -> What action has been taken to prevent a recurrence? (HOD/Line Manager MUST complete!)

Print Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

When this form has been completed in full - Return to Health & Safety ASAP- CONFIDENTIAL WHEN COMPLETED

H&S Use

#

c

THIS Accident Form  
Should only be used for Health & Safety Incidents  
Not for minor

## Appendix 3: first aid training log

<b>Name/type of training</b>	<b>Staff who attended (individual staff members or groups)</b>	<b>Date attended</b>	<b>Date for training to be updated (where applicable)</b>
<i>First aid at work</i>	Paula Dale	02.07.2021	02.07.2024
<i>Emergency first aid at work</i>	Abigail Etheridge, Donna Dent, Emma King, Jules Perry, Karen Furmenger, Kerry Smith, Kerry Matthews, Lynnette Walker, Mandy Walker	01.07.2021	01.07.2024
<i>Paediatric first aid</i>	Tracy George, Cindy Muscato, Mel Miles	16.02.19	16.02.22
<i>Paediatric first aid</i>	Rachael Brown	May 2019	May 2022
<i>Paediatric first aid</i>	Katie Bosworth	12.05.2021	12.05.2024