

First Aid Policy

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Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. First aid procedures	5
5. First aid equipment	6
6. Record-keeping and reporting	6
7. Training	8
8. Monitoring arrangements	8
9. Links with other policies.....	8
Appendix 1: list of appointed person and list of first aiders	9
Appendix 2: accident report form	10
Appendix 3: first aid training log information	13
Appendix 4: first aid protocol	14

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

Our policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) guidance, advice from the Department for Education on [first aid in schools](#), [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

3.1 Appointed person(s) and first aiders

The school has an appointed person, the Health and Safety Manager - Kay Holder who is responsible for First Aid across school. We have a member of staff, Lundi Myers, who is the delegated responsible person for First Aid. We have a range of teachers, LSAs and admin team staff trained in First Aid across school. We have an NHS School nurse on-site at all time.

The Health and Safety Manager is responsible for:

Ensuring that an ambulance or other professional medical help is summoned when appropriate.

Delegated responsible person is responsible for:

Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.

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, in conjunction with the Headteacher.

Filling in report forms (VIR form / head bump form) on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2). They are also required to complete CPOMS with the details of the first aid given.

Our school's appointed person(s) and first aiders are listed in appendix I. Their names will also be displayed prominently around the school.

The Nurse is employed by the NHS to administer medicines and medical procedures on those children who require them, and not to administer First Aid. She is informed via our CPOMS system for information only.

3.2 The local authority and governing board

Hampshire County Council 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.

3.4 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 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)

The member of staff responsible for training, Hayley Jones, is responsible for:

Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role

3.5 Staff

School staff are responsible for:

Ensuring they follow first aid protocol

Ensuring they know who the first aiders in school are

Completing report forms (see appendix 2) when necessary

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. The first aider called upon will be from the Admin team.
- The first aider 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, they will contact the Headteacher and the Nurse. The Headteacher will ask for parents to be contacted so child can be collected. Upon their arrival, the Nurse will recommend next steps to the parents.
- If emergency services are called, the admin team will contact parents immediately.

The first aider and relevant member of staff will record information on CPOMS as follows :

Recording a First Aid incident on CPOMS

- Assign to nobody
- Sarah Kitching, Maria-Brigid Ryan, Kay Holder, Office staff and Nursing Team are automatically alerted
- First aiders called to deal with incident will be office staff
- When recording incident you need to alert class teacher
- Office staff will call parents if major incident, class teacher to inform parents of minor injury
- **Minor injuries (small grazes or small cuts)** - class teacher of pupil to inform parent by phone, Homelink book or email
- **Major injuries (head bumps, broken bones, deep cuts, severe burns, nasty / large grazes)** – office staff responding to incident to complete VIR form and upload copy to CPOMS.
- **CPOMS PROTOCOL** - if incident is a head bump then head bump form needs to be completed and sent home with pupil. The VIR form and head bump form (if applicable) to be photographed and uploaded onto CPOMS. Office team will inform parents of incident by text, phone call and email and will request notification of receipt and then they will add that parents have been informed onto CPOMS.
- 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, or when permission is given by the Headteacher, a personal 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 lead 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, 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 classes throughout the school and in subject specific rooms.

Each first aider will have access to their own first aid kit whilst on school premises and off site.

We have an Automated External Defibrillator (AED) in school. This is in a cabinet on the wall in the staff room, it has both adult and child defibrillator pads. It is checked weekly by Jen Quibell. All first aiders who were trained in the use of an AED on their First Aid course should make themselves familiar with it, please contact Jen Quibell if you would like some help with this.

6. Record-keeping and reporting

6.1 First aid and accident record book

First aider will record any injuries on CPOMS after the incident ensuring that class teacher, SLT and Nurse are informed. This will be completed on the same day or as soon as possible after an incident resulting in an injury. Any completed forms are given to the Health and Safety Manager.

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form in appendix 2.

Records (accident forms) are held with the Appointed person and 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 Health and Safety Manager 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 Health and Safety Manager 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 scalding 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

Class teacher to inform parents of minor injury. This will be done via homelink book, email or phone call to parent.

Admin office team will inform parents of any head bump or major injury sustained by a pupil, and any first aid treatment given, on the same day by a phone call. If no contact is made then a text and an email will be sent requesting an acknowledgement upon receipt.

The manner in which parents are contacted will be based on the severity of the injury/accident requiring first aid and as set out in our first aid protocol see appendix 4.

6.4 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 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 the Local Authority Designated Officer 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 appointed person annually.

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

9. Links with other policies

This first aid policy is linked to the

Health and Safety policy

Policy on supporting pupils with medical conditions

Safeguarding policy

Child Protection policy

Appendix I: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Mel Pynigar	EYFS teacher / English	<p>First Aiders to be called upon in school are the Admin Team.</p> <p>Teachers and LSAs who are First Aiders are able to assess injuries in class.</p>
Corinne Nevitt	Administrator	
Zara Smith	EYFS Teacher	
Emma Shaw	LSA Primary	
Hayley Jones	Administrator	
Julie Mayes	LSA Secondary	
Sarah Kitching	Deputy Head	
Jen Quibell	PMLD teacher	
Lundi Myers	HLTA	
Charlotte Strugnell	Assistant Head	
Kerry Lethbridge	LSA Secondary	
Chris Bryant	Site Manager	
Sue Bryant	LSA Primary	
Maria Butcher	FE Teacher/CLA	
Abi Appleton	Secondary Teacher/PE	
Jo-Anne Waller	LSA Secondary	
Judy Oshikoya	LSA Seocndary	
Denise Whitehouse	Administrator	

Appendix 2: accident report form **Accident / Incident**

Reporting Form

(This paper form is for staff without access to the IT system or for external premises users. The information from this will need to be added to the On-Line reporting system as soon as practicable)

Accident

Road Traffic Accident

Near Miss

Occupational ill Health

Dangerous Occurrence

Violent and/or Aggression

Details of person(s) involved in the incident

First Name

Last Name

Job title / Pupil

Email address

Description of where the incident occurred e.g. classroom, corridor

Who is their Line Manager/Class Teacher

Their email address

Pupils Class

Details of person reporting incident (if different)

First Name

Last Name

Job title/role

Email Address

SECTION A Incident details

Date of Incident

Time of Incident

Description of activity

Description of what happened
*Continue overleaf if necessary

SECTION B First Aid Response

If there was an injury, did the Injury result in;

A Fatality

Specified Injury

1 to 7 day absence

7+ day absence

First aid given

No treatment given

Member of Public / Pupil taken to
hospital for treatment

What is the main injury? (Cut, bruise, fracture, etc...)

Which part of the body was
affected? Left/Right?

Description of injury and treatment
*Continue overleaf if necessary

Road Traffic Incident

Make and model of vehicle/s involved if road traffic
incident (registration if known)

Occupational ill health

Description of Ill Health

Is there a formal diagnosis for this illness?

Carpal Tunnel Syndrome

Cramp in arm/forearm

Occupational dermatitis

Hand arm vibration syndrome

Occupational asthma

Tendonitis or tenosynovitis

Dangerous occurrences

Collapse, overturning or failure of lifting equipment

Collapse of scaffolding

Failure of closed pressure system

Structural collapse

Contact with overhead electrical lines

Explosion or fire

Electrical incidents causing fire or explosion

Release of flammable liquids or gases

Biological agent release

Hazardous substance escape

Violent and aggression incidents

Who was the aggressor

Reason for their being at the premise

Has a violence and aggression risk assessment been completed

Was there a trigger for the aggressive behaviour

***Additional Notes**

Appendix 3: Certificates for individual first aid training are stored securely in training folder in Admin office. Here is a summary of trained First Aiders and their qualification.

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	TRAINING TO BE UPDATED
Paediatric first aid	Early Years staff x 2 and 3 additional staff across school	Every 3 years
Emergency First Aid at work	Primary / Secondary staff, site manager and admin team x 14	Every 3 years

Accident and First Aid Protocol

1. First aider (Admin team) called and information shared detailing:

- Clearly how serious the incident is.
- Exactly where the first aider is to go.

2. **MINOR INJURIES** (grazes, cuts etc)

First aider records information on CPOMS. Observer of incident records on CPOMS if necessary. Class teacher of pupil to inform parent by homelink book, phone or email.

3. **MAJOR/SERIOUS INJURY** (head bumps, broken bones, deep cuts, nasty/serious grazes and severe burns)

The staff member responding to the incident is responsible for:

- completing the incident / accident form **SECTION A** The First Aider responding to the incident is responsible for:
- Completing the same incident / accident form **SECTION B**, this is for Health and Safety records – give to Kay Holder.
- Ensure a head bump form is completed and **sent home** with the child.
- The VIR form and head bump letter (if applicable) to be photographed and uploaded onto CPOMS.
- Office Team will inform parents of incident
 1. Phone call
 2. Text
 3. Email and request notification of receipt.

HEAD INJURY/BUMP

Head bump forms are on teachers' resources in the First Aid folder. Printed copies are in the Primary staffroom. Please ensure all staff are aware of this.

Disposing of PPE and used First Aid items

Dispose used PPE and used First Aid items in a yellow bag and then place in clinical waste bin. Inform L Myers if first aid kit needs to be replenished.

If injured person cannot stay in school because they require further treatment:

- **Contact Headteacher / Deputy Head and Nurse. Nurse to discuss decision to be collected with Headteacher / Deputy Head.**
- **Nurse to contact parent / carer the injured person needs to be collected and treatment advice**
- **Call ambulance if needed.**