

First Aid Policy

Wilburton C of E Primary 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

3.1 Appointed person(s) and first aiders

The school's appointed person is: Karen Wenn

They are responsible for:

- Taking charge when someone is injured or becomes ill and ensuring a First Aider and/or parents are called
- 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 (in consultation with the Headteacher and/or appointed person)
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- 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.

3.2 The local authority and governing board

Cambridgeshire Local Authority 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 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
- Writing down and reporting all incidents they attend to where first aid is required and a first aider is not available
- 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, 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 school will contact parents immediately
- For injuries requiring further medical intervention, 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.

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 (and Accident Response Kit for higher risk activities)
- Information about the specific medical needs of pupils
- Contact details of the school, plus two other school contacts including the Headteacher.

Risk assessments will be completed, or checked and adapted if necessary, by the class 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.

4.3 Responding to common issues

The majority of issues in school are extremely low-level and the best treatment is to do nothing and wait and see. Examples are stated below:

Headaches: water and fresh air and exercise as soon as practically possible; upset tummy: try going to the toilet, wait until after break/lunch/eating/digestion and see if it improves (no point sending up to a first-aider unless suddenly very pale or nauseous); paper cuts: no first aid can be given; very minor knocks that leave no mark and are not going to cause any swelling or bruising: no treatment needed – damp paper towel or an ice pack can be given for non-visible bumps by the nearest staff member.

Staff should send children to first-aiders who have open cuts, grazes with dirt that needs cleaning, head collisions, likely diarrhoea or vomiting, severe falls that are starting to swell or show bruising, or where children have landed awkwardly (but you may want to let them sit and breathe first). If in any doubt, staff must send a child's injury for checking if they think a first-aider can do something to help. First-aiders will send children back if there is no treatment necessary (this does not need recording).

Children in class who frequently complain of ailments or medical problems when there seems to be nothing wrong, is a cause for concern and should be logged with the DPs for Child Protection.

Sending children home: If it's felt a child may need to be sent home, or to get proper medical treatment, that the final decision to send them home should be made in consultation with someone who has access to the child's attendance and general welfare information. This can be David Aston, Karen Wenn, Angie Sykes or Dawn Fryer. If it's an emergency or these people are not available, any staff member can send a child home but should inform one of these staff later.

Bumped heads:

Always check for signs of concussion, even if the child seems to be ok.

Make sure a first aid slip is filled in to go home to parents EVERY time. (Remember these go to the class teacher and they hand them out as the child is dismissed.)

Ensure a bumped head sticker goes on the child EVERY time. If you see these are getting low, please email/speak to Karen and she will order some more.

If the bump is bad (bearing in mind that they may not have a huge bruise as swelling can be even worse inside rather than out), then please phone home to let the parent know (not relying on answer phones), and let their teacher know AND then give the first aid slip and bumped head sticker.

Please note that the teacher and TA for the class MUST be informed for any of the above as well.

Cuts:

All open cuts should be covered after they have been treated with a medical wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing.

Minor cuts should be recorded in the accident file and parents informed.

ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES. All blood waste should be placed in a yellow clinical waste bag and disposed of in the rubbish bin.

5. First aid equipment

First Aid Class Kit List

- 10 x Cleansing wipes
- 1 x Eye Pad Dressing
- 2 x Eye Wash
- 1 x Finger Dressing
- 2 x gloves
- 1 x Resuscitation face shield
- 1 x scissors
- 1 x triangular bandage

- 1 x transpore tape or micropore tape
- 4 x medium dressings
- Assortment of washproof plasters
- 6 x safety pins
- 1 x foil blanket
- 2 x clinical waste bag

ARK (Accident Response Kit) List

- 1 equivalent of a class first aid kit as above
- 4 x instant ice packs
- 1 packable shelter
- 1 x ground mat
- 3 x foil blankets
- 1 x survival bag

Forest School First Aid Kit (Staffroom)

As class first aid plus burns kit (blue box).

No medication is kept in first aid kits.

First aid kits are stored in:

- Classrooms
- The ARK is kept in the Headteacher's Office
- The Forest School First Aid Kit is kept in the staffroom

6. Record-keeping and reporting

6.1 First aid and accident record book

- The school will keep a record of all first aid given in the First Aid book.
- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in a serious injury which requires further medical intervention (e.g. at hospital or by paramedics)
- 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 school office staff
- 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.

6.2 Reporting to the HSE

The school 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 headteacher 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>

6.3 Notifying parents

The class teacher, TA, first-aider or office staff 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.

6.4 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 Cambridgeshire Local Safeguarding Board 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. This is saved in Google Drive > Teaching Team > Medical > Staff First Aid Qualifications

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.

Staff training in resuscitation, asthma and anaphylaxis will also be given annually.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher and Standards Committee every 3 years.

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

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Educational visits policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of trained first aiders

Staff member's name	Role
David Aston	Headteacher
Angie Sykes	Deputy Headteacher
Sandra Sims	TA
Jo Thorby	TA
Jacqui Williamson	Teacher
Patricia Fleming	TA
Rowena Winn	Teacher
Hannah Reynolds	TA

Appendix 2: serious accident report form (for injuries requiring further medical intervention)

This form can be completed online here: <https://forms.gle/4woHhhw3d5KuESzH7>

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	

Appendix 3: first aid training log