

# First aid policy



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| <b>Approved by:</b>        | Governing Body  | <b>Date:</b> February 2023 |
| <b>Last reviewed on:</b>   | [February 2023] |                            |
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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](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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(s) is Daniel Wilson- Site Manager  
They are 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 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 appointed person(s) and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### 3.2 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.

### 3.4 The Headteacher

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

- › Ensuring that an appropriate number of first aid personnel are present in the school at all times
- › If applicable, add: 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
- › Completing accident reports (see appendix 2) for all incidents they attend
- › Informing the headteacher or their manager of any specific health conditions or first aid needs

## 4. First aid procedures

A quick step guide to our procedures is displayed around school to assist staff and is attached to this policy as Appendix 3

### 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. In these cases the appointed person is to be informed that the incident is ongoing
- › 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 office staff will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. These must be numbered so each form can be traced if required at a later date.

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 mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils

Risk assessments will be completed by the Visit leader and approved by EVC and Headteacher prior to any educational visit that necessitates taking pupils off school premises.

EYFS- 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.

Years 1-6 There will always be at least 1 first aider on school trips and visits where practicable.

## 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
- Saline Wipes
- Plasters of assorted sizes
- Scissors

Cold Compresses are located in Fridges around school  
No medication is kept in first aid kits.

First aid kits are stored in:

- The first aid room (located in the office corridor)
- EYFS
- KS2 Corridor
- KS1 Corridor
- Dining room

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- › An accident 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, first aid forms are located within each First aid kit.
- › For staff/visitor accidents this log book is kept in the Site Managers office.
- › 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 Headteacher/Site 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 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 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

- › Classroom 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. This will be done via the injury form that will be given to the parent on collection.
- › For any injury to the head parents/carers will receive a phone call/message by the office team. Staff dealing with the first aid are to inform the office of the incident for this process to be actioned.

### 6.4 Reporting to HSE and Local Authority

The Headteacher will notify Ofsted and the HSE 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 Leeds Children's services & Leeds Health & Safety team 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 on site 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 (Site Manager) every 2 years.

At every review, the policy will be shared with the Headteacher and 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

Appendix 1: list of appointed persons(s) for first aid and trained first aiders (Example below)

Iveson Primary School  
First Aiders

\*highlighted staff are paediatric first aiders

| Staff Name        | Course Title                 | Base/Way of communication |
|-------------------|------------------------------|---------------------------|
| Chris Plant       | Emergency First Aid at Work  | KS1/KS2                   |
| Leigh Rhodes      | Emergency First Aid at Work  | Radio/Nurture Room        |
| Tahir Rasul       | Emergency First Aid at Work  | KS1/EYFS                  |
| Claire Guttridge  | Emergency First Aid at Work  | Radio/EYFS                |
| Claire Atherton   | Paediatric First Aid at Work | EYFS                      |
| Jana Hersicova    | Paediatric First Aid at Work | EYFS                      |
| Joanne Walker     | Paediatric First Aid at Work | Radio                     |
| Sadia Sheikh      | Paediatric First Aid at Work | The Nest / Radio          |
| Marianne Fletcher | Emergency First Aid at Work  | Office/Radio              |
| Daniel Wilson     | Emergency First Aid at Work  | Radio                     |
| Hina Qureshi      | Emergency First Aid at Work  | KS1                       |
| Mandy Smart       | Emergency First Aid at Work  | Radio                     |
| Tracy Watson      | Emergency First Aid at Work  | Office/Radio              |
| Su Panesar        | Emergency First Aid at Work  | Radio                     |
| Daniel Wilson     | Paediatric First Aid at Work | Radio                     |
| Erin Harrison     | Paediatric First Aid at Work | Radio                     |
| Neelam Sati       | Emergency First Aid at Work  | KS1                       |
| Penny Nicholson   | Emergency First Aid at Work  | The Nest / Radio          |
| Amanda Coward     | Emergency First Aid at Work  | KS1                       |
| Diane Hendry      | Emergency First Aid at Work  | Radio                     |
| Mary Ann Barrow   | Emergency First Aid at Work  | Radio                     |
| Sonia Franek      | Emergency First Aid at Work  | KS1                       |
| Lydia Jackson     | Emergency First Aid at Work  | EYFS                      |
| Natalie Speight   | Emergency First Aid at Work  | Radio                     |
| Caroline McManus  | Emergency First Aid at Work  | EYFS/Radio                |
| Amy Hutchinson    | Emergency First Aid at Work  | Office/Radio              |

The appointed first aider for site is Daniel Wilson



## Appendix 2: first aid step by step guide

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### **Iveson Primary School** **First Aid 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. **In these cases, the appointed person is to be informed that the incident is ongoing**
- 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 office staff will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

#### **First aid and accident record book**

- An accident form will be completed by the first aider/relevant member of staff on the same day of an incident resulting in an injury
- These must be numbered in chronological order
- Parents are to be informed of any head injuries- Please inform the office for them to make contact

#### **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

In best practice only qualified first aiders will administer first aid treatment but all staff can assess and comfort the patient until a designated staff member arrives.

If supplies are running low in the first aid bags please inform the appointed person (listed overleaf)