

Fiddlers Lane

Community Primary School

First Aid Policy

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Approved by: Chair of Governors
Councillor Lewis Nelson

Date: 23/11/2020

Signature: Councillor Lewis Nelson

Last reviewed on: N/A

Next review due by: Autumn 2021

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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

3.0 Roles and responsibilities

As we have Early Years Foundation Stage provision, at least one person who has a current Paediatric First Aid certificate is available at all times.

3.1 Appointed First Aiders

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, requesting that further resources are ordered.
- 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 reportable/serious injuries (in consultation with Headteacher or most senior member of staff in school)
- 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

3.2 The local authority and governing board

Salford 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.

3.3 The Headteacher

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

- Ensuring that an appropriate number of Qualified First Aiders 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 (can be delegated) This is done centrally by the LA depending on the submission made online (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 to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4.0 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 Aiders (if appropriate) who will provide the required first aid treatment (Appendix 1 list of Qualified First Aiders)
- 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, in consultation with senior leader, that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, recommend next steps will be passed on to parents
- If emergency services are called, then Ms Cooper or the next senior member of staff will contact parents immediately.
- The first aider, along with the School Business Manager (Ms. McQuirk) will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in a serious / reportable injury
- If a pupil has a head injury (neck, head face), then a bumped head wrist band should be put on their wrist and parents/carers informed. Please note **ice packs should not be applied to head injuries a cold compress should be used.** (see appendix 3 Wrist Band)
- Office staff do not phone for EVERY accident - only when deemed appropriate by First Aider or Teacher. **A band should always be put on any pupil with a head injury.**
- If a pupil has a visible injury or mark please ensure that parents are informed of the injury.
- All sections of the First Aid Log are then completed by the person witnessing the accident and / the Qualified First Aiders who advised / gave treatment.
- This should include detail of where the injury is e.g. Left Knee, right shoulder, back of head.
- It should be logged on the First Aid Log, if a phone call if a phone call home is considered necessary.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone (kept in the school office)
- A portable First Aid Kit
- Information about the specific medical needs of pupils
- Parents' contact details are available by telephoning school.
- Contact details are taken on residential trips

Risk assessments will be completed by the class teachers 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 trips. There will always be at least one first aider on all other school trips and visits.

4.3 First Aid equipment

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

- A leaflet with general first aid advice
- PPE (mask, apron and gloves)
- 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:

- Headteacher office
- The medical room
- Reception (at the desk)
- Each classroom N, R, 1, 2, 3, 4, 5, 6,
- The school kitchens
- Travel First Aid kits are kept in the office for use on school trips

5.0 Record-Keeping and Reporting

5.1 First Aid and Accident Record Book

- An accident form must be completed by the adult first dealing with the incident and / or First Aider as soon as possible after an incident resulting in an injury. This should always be on the same day.
- 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 for serious incidents using CPOMS. Ms McQuirk School Business Manager, will do this (Ms Cooper Headteacher will do this in her absence)

- Each term forms are removed from the file stored
- Records from 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.

5.2 Reporting to the HSE

The School Business Manager (Ms. McQuirk) 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).

She 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>

5.3 Notifying parents

The class lead will inform parents of any accident recorded in the accident book when pupils are collected at the end of the school day. If pupils walk home on their own the class lead

makes a judgement whether the parents need to be informed of the incident by phone (e.g if the child has a physical mark or still feels unwell).

Office staff or the First Aider will inform parents of any more **serious** accident or injury sustained by a pupil, and any First Aiders treatment given, on the same day, or as soon as reasonably practicable – where advised to do so by First Aider or SLT.

5.4 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 or SBM will also notify Salford LA of any serious accident or injury to, or the death of, a pupil while in the school's care.

6.0 Training

All staff are able to request first aid training.

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 before it is no longer valid.

At all times, at least 1 staff member will have a current paediatric First Aiders (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

7.0 Monitoring arrangements

This policy will be reviewed by the Headteacher and working party of First Aiders every 3 years.

At every review, the policy will be discussed approved by the Headteacher (Ms Cooper) Committee / Full governing board of Fiddlers Lane Community Primary School.

8.0 Links with other policies

This First Aid Policy is linked to the

- Health and Safety Policy
- Risk Assessment Policy
- Policy On Supporting Pupils with Medical Conditions
- Trips and Visits Policy



Appendix 1: Qualified First Aiders

THE SCHOOL'S FIRST AIDERS ARE:



PAEDIATRIC FIRST AID

Lisa Wovenden

5.7.2022

Dawn Walker

4.10.2022

Helen Evans

29.9.2023

Rebecca Jordan

11.11.2023

Catherine Parish

16.10.2023

Gina Harris

29.9.2023

FIRST AID AT WORK

Sarah Cooper

24.9.2022

Howard Sloan

24.9.2022

Aleksandra Zgrabczynska

24.9.2022

Carolyn Pendlebury

21.6.2022

TRAINED DEFIBRILLATOR STAFF

Gina Harris

Sarah Cooper

Aleksandra Zgrabczynska

Carolyn Pendlebury

Howard Sloan

Dawn Walker

Helen Evans

Rebecca Jordan

Catherine Parish

Updated 12.11.2020

Appendix 2: Accident Report Form

Year group _____

Name of injured person	Date & time of incident	Location of incident	INCIDENT DETAILS <i>DESCRIBE IN DETAIL WHAT HAPPENED, HOW IT HAPPENED AND WHAT INJURIES THE PERSON INCURRED (include info such as left knee, right shoulder, back of head)</i> ALL SECTIONS MUST BE COMPLETED (put N/A)		Name of person & Signature attending the incident	Parent phoned Y / N
			First adult to deal with the incident	First aider comments (if applicable)	Witness	
				Wrist band no.	First Aider	
			First adult to deal with the incident	First aider comments (if applicable)	Witness	
				Wrist band no.	First Aider	
			First adult to deal with the incident	First aider comments (if applicable)	Witness	
				Wrist band no.	First Aider	
			First adult to deal with the incident	First aider comments (if applicable)	Witness	
				Wrist band no.	First Aider	
			First adult to deal with the incident	First aider comments (if applicable)	Witness	
				Wrist band no.	First Aider	

Sheet number

Appendix 3: Accident wrist bands



I've bumped my head at school today

Name _____ Date _____ Time _____