

# HAWTHORN PARK COMMUNITY PRIMARY SCHOOL

## First Aid policy



**Approved by:** [Name]

**Date:** [Date]

**Last reviewed on:** [Date]

**Next review due by:** [Date]

# Contents

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

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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**

At least one member of staff who holds a current paediatric first aid certificate will be on the premises at all times to meet the requirement of having an Early Years Foundation Stage provision and will administer first aid accordingly.

Our Medical room will have a qualified first aider at break and lunchtimes and the office will be responsible for the day to day medical needs of our students and staff at all other times.

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

The school's 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
- 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 via medical tracker, 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**

Central Bedfordshire 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. The Welfare committee monitor accidents and incidents on a termly basis.

#### **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
- Completing accident reports via medical tracker 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. 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 Office Staff or First Aider will contact parents immediately
- The First Aider will complete an accident report form via medical tracker 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 school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils

Risk assessments will be completed by the EVC Officer 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.

## **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:

- The medical room
- Reception (medical cupboard)

## 6. Record-keeping and reporting

### 6.1 First aid and accident record 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 an injury via medical tracker
- 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
- 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
- Serious accidents or near misses must be reported to the Business Manager who will report to the local authority via assessnet.

### 6.2 Reporting to the HSE

The Business 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 Business 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 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 in Early Years 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 or Safeguarding Lead 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 Safeguarding Lead will also notify the local child protection agencies 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 2).

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 Business Manager every 2 years.

At every review, the policy will be approved by the Headteacher and the Governing Resources Committee].

## **9. 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
- GDPR



## Appendix 1: list of trained first aiders

Staff member's name	Role	Contact details
Stephanie Bennett	Teaching Assistant	Year R
Grace Campbell	Office Administrator	Main Office
Chanatip Collatin	Mid-day Supervisor	School Hall
Suzanne Field	Teaching Assistant	Year R
Sonia Goldsmith	Teaching Assistant	Year R/1
Diane Hall	School Business Manager	Side Office
Gina Hazell	Nursery Nurse	Year R/1
Karen Humphreys	Teaching Assistant	Year 1
Jacqueline King	Nursery Nurse	Nurture Room
Anne-Louise Kyte	Safeguarding Lead	Outside Office
Rachel Kyte	Teacher	Year R
Helen McCarthy	Teaching Assistant	Year 4/5
Gaye Morris	Teaching Assistant	Nursery
Ann-Maria Mulholland	Teaching Assistant	Nurture Room
Daniel Price	Finance and IT assistant	Main Office
Linda Pugh	Teaching Assistant	Year 5

Kelly Richards	Apprentice	Nursery
Lisa Robb	Teaching Assistant	Year 2 and Intervention Room
Gail Steed	Teaching Assistant	Year 4/5
Jacqueline Taylor	Administrator	Main Office
Hayley Webb	Nursery Nurse	Nursery
Louise Williams	Teaching Assistant	Intervention Room

## Appendix 2: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>Emergency Paediatric First Aid</i>	Grace Campbell Chanatip Collatin Suzzanne Field Diane Hall Karen Humphreys Jacqueline King Ann-Louise Kyte Rachel Kyte Helen McCarthy Daniel Price Linda Pugh Lisa Robb Gail Steed Hayley Webb Louise Williams	17/6/2019 18/4/2017 28/3/18 18/4/2017 18/4/2017 18/4/2017 18/4/2017 17/6/2019 18/4/2017 18/4/2017 18/4/2017 18/4/2017 18/4/2017 18/4/2017 28/3/2018 18/4/2017	17/6/2022 18/4/2020 28/3/2021 18/4/2020 18/4/2020 18/4/2020 18/4/2020 17/6/2022 18/4/2020 18/4/2020 18/4/2020 18/4/2020 18/4/2020 28/3/2021 18/4/2020
<i>Paediatric First Aid</i>	Stephanie Bennett Sonia Goldsmith Gina Hazell Gaye Morris Ann-Maria Mulholland Kelly Richards Jacqueline Taylor	23/1/2018 22/9/2017 12/11/2019 20/03/2018 12/11/2019 12/11/2019 20/03/2018	23/1/2021 22/9/2020 12/11/2022 20/03/2022 12/11/2022 12/11/2022 20/03/2022
<i>First Aid at work</i>	Grace Campbell	17/05/2018	17/05/2021
<i>Medical Needs Training</i>	Stephanie Bennett	29/10/2019	

	Grace Campbell Daniel Price	29/10/2019 29/10/2019	
Diabetes Training	Stephanie Bennett Suzanne Field Karen Humphreys Stephanie Knight Rachel Kyte	2/1/2019 2/1/2019 1/7/2019 1/7/2019 1/1/2019	
Administering medicines	Grace Campbell Diane Hall Ann-Maria Mulholland	26/5/2017 26/5/2017 26/5/2017	