First aid policy

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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 (DfE) on first aid in schools and health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting 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
- The Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records

3. Roles and responsibilities

At least one person who has a current paediatric first aid (PFA) certificate is on the premises at all times when EYFS children are present and must accompany EYFS children on visits.

All staff are provided with training to become First Aiders and have attended First Aid at Work courses. First aid training is planned on a cycle so that all staff have training and feel confident to care for employees or children. The designated first aider is Miss Hannah Beale, who is the appointed person to take charge of first aid arrangements and has had emergency first aid training.

3.1 Appointed person(s) and first aiders

The school's appointed persons are Miss Hannah Beale, Mrs Terri Jones and Mrs Sian Rymer, who are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure that an ambulance or other professional medical help is summoned when appropriate
- Mrs Jones is responsible for making sure 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
- Filling in an accident report on the same day as, 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 first aiders are also listed in appendix 1.

3.2 The local authority and governing board

Gloucestershire 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 headteacher and 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:

- Making sure that an appropriate number of trained first aid personnel are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that teachers undertake risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils

- Reporting specified incidents to the SHE unit when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the first aiders are in school
- Completing accident logs (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. 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 provide assistance as a first aider, the required first aid treatment will be provided
- If the injury is thought to be more severe, the staff member will seek further advice from another first aider, they will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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, the school administrator will call contact parents on advise of the headteacher or senior leader, who will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the school administrator will contact parents/carers immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times whilst early years pupils are present.

4.2 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A mobile phone
- A portable first aid kit including, at minimum:
    - Individually wrapped sterile adhesive dressings
    - 1 large sterile unmedicated dressing
    - Triangular bandages – individually wrapped and preferably sterile
    - Safety pins
    - Individually wrapped moist cleansing wipes

- Disposable gloves

- Information about the specific medical needs of pupils
- Parents/carers' contact details or ability to call the school office, who will then contact parents on the behalf of the staff member

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box.

Risk assessments will be completed by the staff member responsible for the trip prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

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 (EYFS).

5. First aid equipment

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

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins
- Medium-sized individually wrapped sterile unmedicated wound dressings
- Large sterile individually wrapped unmedicated wound dressings
- Disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- Staff toilet area
- Reception classroom
- Little Otters Nursery
- The school hall

Epi-pens are kept in the staff room in a clearly marked first-aid box for ease of access within 2 minutes of any on-site location.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident log will be completed by the staff member attending to the injury on the same day or as soon as possible after an incident resulting in an injury. A clip board is kept in the school office, with a chart/tabe where accidents that have occurred in school or the playground are recorded
- As much detail as possible will be supplied when reporting an accident

- 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 SHE

The headteacher or senior leader on site will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The headteacher or senior leader on site will report these to the SHE unit portal online as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
        - Covers more than 10% of the whole body's total surface area; or
        - Causes significant damage to the eyes, respiratory system or other vital organs
    - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the headteacher will report these to the SHE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g. from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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

6.3 Notifying parents/carers (early years only)

Only Early years providers are required to notify parents/carers of an accident or injury to their child. Although class teachers will inform parents/carers of any concerning accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Everyday occurrences of bruised knees or small playground trips and falls which result in a graze to the knee will not warrant a notification to parents, as these are commonly occurring in pupils of primary age. Parents/carers will also be informed if emergency services are called. If a child has a head bump, a red letter will be sent home and/or a phone call made to parents to alert them to be vigilant regarding their child's behaviour in case of concussion.

6.4 Reporting to Ofsted and child protection agencies (registered early years providers ONLY)

The headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 Gloucestershire Safeguarding 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).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Monitoring arrangements

This policy will be monitored and reviewed by the headteacher.

At every review, the policy will be approved by the Full Governing Body.

The first aid provision and appendixes will be reviewed by the headteacher at least annually.

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
- Allergy Awareness Policy

Appendix 1: List of First Aid Trained staff members

STAFF MEMBER'S NAME	ROLE
Lisa Hillman	Headteacher
Hannah Beale	SLT and SENDCO
Lynsey Baird	SLT
Charlotte Toms	Teacher
Eleanor Glover	Teacher
Victoria Malkin	Teacher
Kip Smith	Teaching Partner
Anne Chappell	Breakfast/After School Club and Lunchtime Supervisor
Rachel Howard	Teaching Partner and Breakfast Club Supervisor
Penny Waterfield	After School Club
Lisa Pearce	Teaching Partner
Allee-Arkwell-Smyth	Teaching Partner
Caroline-Charnley Heaton	Nursery Worker
Heather Smith	Nursery Worker
Francesca Yeomans	Teaching Partner and Nursery Worker
Terri Jones	After School Club and Lunchtime Supervisor
Sarah Mutalindwa	Teaching Partner and Breakfast and After School Club Supervisor
Laura Trevallion	Teaching Partner
Ali Priday	Teaching Partner
Jo Jenkins	Nursery Manager

Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
ACTION TAKEN			
FOLLOW-UP ACTION REQUIRED			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	