



Joydens Wood Infant School

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 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 Education \(Independent School Standards\) Regulations 2014](#), 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 persons are Patricia Quinn (kitchen first aid kit), George Acland (school first aid kit), Mirander Marshall Acland (school first aid kit), Joanne Connelly (school first aid kit) and Clare Fitzpatrick Acland (school first aid kit). All appointed persons 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 every **half term**
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

Basic First Aider Claire Towler is responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits every **day**

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 below. 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 appointed persons and/or 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 (see appendix 2) for all incidents they attend to where a **first** aider/appointed person 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 Admin Supervisor 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

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
- Parents' contact details

Risk assessments will be completed 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.

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 dressing

No medication is kept in first aid kits.

First aid kits are stored in:

- Reception
- Y1
- By the playground door
- Kitchen (burns kit)
- School Office

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 immediately or as soon as possible after an incident resulting in an injury
- 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

6.2 Reporting to the HSE

The school office 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 Admin Supervisor 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.

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 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 every 2 years.

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

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

Staff	Course	Expiry	Additional information
Bridget Atta	Appointed Person Emergency First Aid Paediatric	June 2020	
Hari Appalanaidu	Appointed Person First Aid with Paediatric Element	March 2020	
Emma Barnett	Appointed Person First Aid with Paediatric Element	March 2020	
Ellie Blancke	First Aid at Work	June 2020	
Carley Daniels	Basic First Aid for Schools with CPR (3 hr)	30 Oct 2021	Undertaken 31 Oct 2018
Kerrie Freeman	Basic First Aid for Schools with CPR (3 hr)	30 Oct 2021	Undertaken 31 Oct 2018
Joanna Harris	Appointed Person Emergency First Aid Paediatric (5/6 hr)		Undertaken 21 Nov 2018
Rachel Hatley	Appointed Person Emergency First Aid Paediatric (5/6 hr)		Undertaken 21 Nov 2018
Claire Lawton	Appointed Person Emergency First Aid Paediatric (5/6 hr)		Undertaken 21 Nov 2018
Fiona Lee	Appointed Person Emergency First Aid Paediatric (5/6 hr)		Undertaken 21 Nov 2018
Amy Vinton	Basic First Aid for Schools with CPR (3 hr)	30 Oct 2021	Undertaken 31 Oct 2018
George Acland	Appointed Person Emergency First Aid Paediatric (5/6 hr)		Undertaken 21 Nov 2018
Carly Adams	Paediatric First Aid (2 days)		21-22.01.19
Rebecca Austin	Absent		
Sandra Bialaszewski	Basic First Aid for Schools with CPR (3 hr)	30 Oct 2021	Undertaken 31 Oct 2018
Julie Bratton	Basic First Aid for Schools with CPR (3 hr)	30 Oct 2021	Undertaken 31 Oct 2018
Joanne Connelly	Appointed Person Emergency First Aid Paediatric (5/6 hr)		Undertaken 21 Nov 2018
Clare Fitzpatrick	Appointed Person Emergency First Aid Paediatric (5/6 hr)		Undertaken 21 Nov 2018
Julia Jordan	Basic First Aid for Schools with CPR (3 hr)	30 Oct 2021	Undertaken 31 Oct 2018
Liz Meaney	Appointed Person First Aid with Paediatric Element	March 2020	
Alison Patel	Paediatric First Aid (2 days)		21-22.01.19
Tracy Porter	Basic First Aid for Schools with CPR (3 hr)	30 Oct 2021	Undertaken 31 Oct 2018
Trish Quinn	Appointed Person Emergency First Aid Paediatric (5/6 hr)		Undertaken 21 Nov 2018
Charlotte Stubbs	Paediatric First Aid (2 days)		21-22.01.19
Claire Towler	Basic First Aid for Schools with CPR (3 hr)	30 Oct 2021	Undertaken 31 Oct 2018

10. First Aid Kit Audits

To be undertaken by the appointed persons half termly.

<i>First Aid Bag Contents x4 (Office, Reception, Year1 , Year 2)</i>			
<i>Yellow clinical bag x1</i>	<i>Eye pad with bandage x2</i>	<i>Crepe bandage x1</i>	<i>Scissors</i>
<i>Wash proof plasters x4</i>	<i>Large wound dressing x2</i>	<i>Eye wash pods x2</i>	<i>Tape</i>
<i>Kids plaster x1</i>	<i>Finger dressing x4</i>	<i>Gauze swab x1</i>	<i>Safety pins</i>
<i>Vinyl gloves x6</i>	<i>Dressing x8</i>	<i>Burn gel x2</i>	<i>Resuscitation face mask x2</i>
<i>Saline wipe x20</i>	<i>Large dressing x2</i>	<i>Tweezers x2</i>	
<i>Eye pad x2</i>	<i>Conforming bandages x3</i>	<i>Foil blanket x3</i>	

<i>First Aid Bum Bags Contents X5</i>			
<i>Hand sanitizer</i>	<i>Mouth shield</i>	<i>Wipes x10</i>	<i>Mixed plasters</i>
<i>Microporous tape</i>	<i>Wipes x10</i>	<i>Dressing pads x2</i>	<i>Instant ice pack</i>
<i>Scissors</i>	<i>Pen</i>	<i>Safety pins</i>	<i>Conforming bandage</i>
<i>Tweezers x1</i>	<i>Sterile eye wash x1</i>		

<i>Date Audit Completed and who by (signed)</i>	<i>Items outstanding</i>	<i>Items ordered by (signed)</i>	<i>Items received (signed)</i>

What to do if a child has an injury

Below the Neck

E.G. Grazed knee, hands, general accident, bump into another child falling over in

Above the Neck

E.G. Bumped head, grazed cheek
No external factors in accident

Any Part of the Body

Significant Accident/Incident
 E.G. Bumped head, grazed cheek, finger trapped in door



YELLOW FORM

- Complete YELLOW Accident Form
- Add information in accident book, ensure signed and dated
- Pass YELLOW form to class teacher
- YELLOW form to go home



RED FORM and RED BAND

- Complete RED Form
- Put on a red band with date and time (to be removed by parents when they are home)
- Add information in accident book
- Take RED form to office
- Office to text or telephone parents as required
- Pass RED form to class teacher

In ANY event a child reports an injury above the neck, regardless of any injury seen/symptoms the above process MUST be followed.



KCC ACCIDENT FORM

- Complete Paper HS157 form
- Use guidance in KCC White Accident File to access Guidance for completing HS157 online
- Complete HS157 online within 15 working days of accident/incident
- Check against criteria as to whether HS160 Investigation Form needs to be completed – if so then complete

Seek advice or clarification from HT if necessary

IF IN DOUBT SEEK ADVICE

What to do if a child has needs Medical Assistance

Needs Medication

Child has medication in school (they must have either/both a care plan/permission to administer medication)
Medication must be prescribed by a doctor



GREEN FORM & GREEN BAND

Adults in the school MUST:

- Follow the child's Care Plan and permission to administer medication
- Complete GREEN Form
- Add information in medical log book, ensure signed and dated
- Place a green band on the child with date, time and dosage.
- Walk back to class with the child and inform the teacher
- Pass GREEN form to class teacher
- GREEN form to go home

Parents MUST:

- Remove any bands before the child enters school the next day
- Advise the office of any changes to medication and care plans – teacher are NOT ALLOWED to accept this information on the door.
- Complete one/all of the following (as relevant) Care Plan, Risk Assessment and Permission to Administer Medication.
- Ensure any known side effects are on the child's care plan.
- Ensure any medication is prescribed by the doctor, we cannot accept it at school if it isn't.

Asthma

Any of the following things can happen singularly or simultaneously:
Short of breath, Chest feels tight
Wheezy, Coughing, Panicked/anxious
Asking for their pump but displaying no symptoms of Asthma



PURPLE FORM & PURPLE BAND

Adults in the school MUST:

- Follow the child's Care Plan and permission to administer medication
- Complete PURPLE Form
- Add information in medical log book, ensure signed and dated
- Place a purple band on the child with date, time and dosage.
- Walk back to class with the child and inform the teacher
- Pass GREEN form to class teacher
- GREEN form to go home

Parents MUST:

- Remove any bands before the child enters school the next day
- Advise the office of any changes to medication and care plans – teacher are NOT ALLOWED to accept this information on the door.
- Complete one/all of the following (as relevant) Care Plan, Risk Assessment and Permission to Administer Medication.
- Ensure any known side effects are on the child's care plan.
- Ensure any medication is prescribed by the doctor, we cannot accept it at school if it isn't.
- Ensure that any child who has asthma has a minimum of ONE in date pump on site in the event of an emergency occurred.

IF IN DOUBT SEEK ADVICE