



# FIRST AID POLICY

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**Updated by:** E Barnett – July 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 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 Trained first aiders**

All appointed persons are responsible for:

- Taking charge when someone is injured or becomes ill
- 
- 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 **half term** (see Appendix 1)

First aiders are trained and qualified to carry out the role 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 form on the same day, or as soon as is reasonable practicable, after an incident (see Appendix 2)
- Keeping their contact details up to date

#### **3.2 The governing body**

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 Appendix 2)

### **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, parents will be contacted 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, including any medicine
- 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
- Y2 (outside Sycamore Class)
- 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, see 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](#)

## 6.3 Notifying parents

The Office 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.

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 and Risk Assessment policy
- Policy on supporting pupils with medical conditions

## Appendix 1

### First Aid Kit Audits

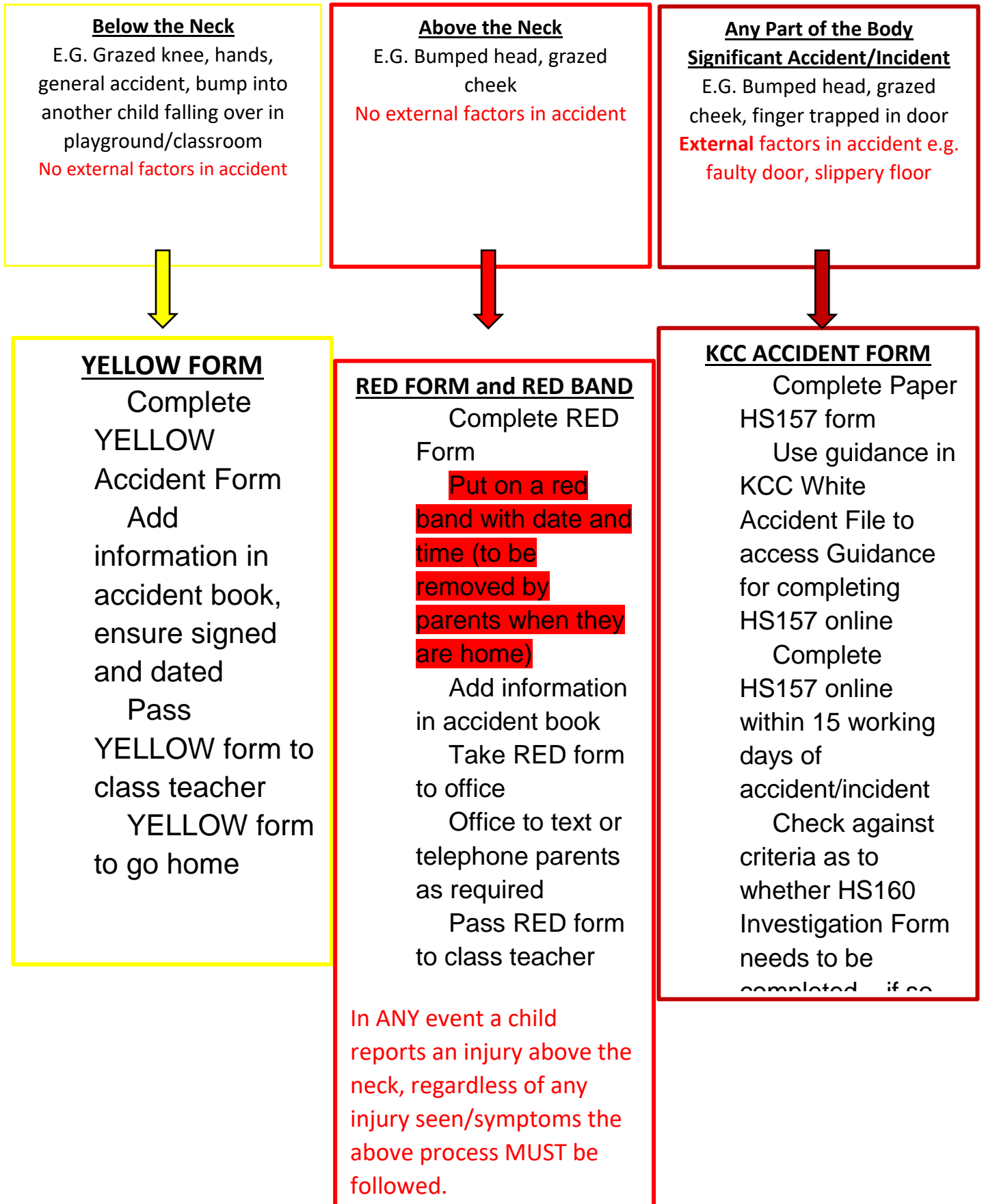
*To be undertaken by the appointed persons half termly.*

<i>First Aid Bag Contents x4 (Office, Reception, Year1 , Year 2)</i>			
<i>x1 Leaflet 1<sup>st</sup> aid leaflet</i>	<i>x6 Medium wound dressings with bandage (12cmx12cm)</i>	<i>x1 hypo-allergenic tape</i>	<i>x2 sterile eye wash pods</i>
<i>x1 Protective face shield</i>	<i>x2 Large wound dressings with bandage (18cm x 18cm)</i>	<i>x6 pairs disposable gloves</i>	<i>x2 pairs of tweezers</i>
<i>x20 Hypo-allergenic plasters of assorted size</i>	<i>x5 Low adherent dressings (aprox 5cm x 5cm)</i>	<i>x1 pair scissors</i>	<i>x1 foil blanket</i>
<i>x2 Sterile eye pads</i>	<i>x5 Low adherent dressings (approx. 10cmx10cm)</i>	<i>x 10 (packs of 5) sterile gauze swabs (5cmx5cm)</i>	<i>x1 Emergency ice pack</i>
<i>x4 Triangular bandages</i>		<i>x1 finger dressing</i>	<i>Safety pins</i>
<i>x1 conforming bandage</i>		<i>x1 bottle of tap water</i>	
<i>x2 eye wash pods</i>			
<i>First Aid Bum Bags Contents X5</i>			
<i>Hand sanitizer</i>	<i>Mouth shield</i>	<i>Dressing pads x2</i>	<i>Instant ice pack</i>
<i>Microporous tape</i>	<i>Sterile eye wash</i>	<i>Safety pins</i>	<i>Conforming bandage</i>
<i>Scissors</i>	<i>Sterile water</i>		<i>Pen</i>
<i>Tweezers</i>	<i>Disposable gloves</i>		



## Appendix 2

### What to do if a child has an injury



**IF IN DOUBT**

## Appendix 3

### What to do if a child 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.

#### 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 PURPLE form to class teacher  
PURPLE 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.

**IF IN DOUBT SEEK ADVICE**