

# First aid policy

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Approved by: Mr Joe Wilson Date: 02/03/2021

Last reviewed on: 02/03/2021

Next review due by: Spring 2024

## 1. Aims

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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

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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

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

The school's appointed person is Kimberley Finn. They 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 and ensure that all details are logged and recorded.
- Sending pupils home to recover, where necessary
- Filling in an accident report form (when required) 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 in appendix 1. 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 for all incidents they attend
- Ensuring they have read and acknowledged the first aid policy
- Informing the headteacher and school business manager of any specific health conditions or first aid needs

## 4. First aid procedures

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### 4.1 In-school procedures

Kimberley Finn is our first aid lead – all serious injuries should be reported to Kim immediately and where possible the pupil must be taken to the hub.

### First aid stations are located:

Junior School – Near PSA Office / Year 6 Boys Toilets

Junior playground minor accidents should be treated at this station

Infant School – Near Rainbow Room / Year 1 Toilets

Infant playground minor accidents should be treated at this station

Reception Classes / Nursery – Infant Building

Reception classes and Nursery have first aid facilities

Halls/Gyms – both buildings

First aid bags are located in all halls/gyms

Hub – Junior Building

First aid supplies are in the hub. Where there are more serious injuries such as head injuries, pupils should be taken to the hub if possible or Kim should be called to attend. Lunchtime

Playground First Aid Stations – Playgrounds- both buildings

First aid trained Mid-day assistants set up first aid stations in both playgrounds and provide first aid for minor accidents.

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 details of the pupil, the condition the date and signature must be recorded in the first aid book within the classroom or first aid areas as indicated by the member of staff first present upon injury.
- 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 Lead 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 lead first aider will recommend next steps to the parents
- If emergency services are called, the appointed person 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 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 first aid certificate on school trips and visits.

## 5. First aid equipment

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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
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Safety Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

Main First aid kits are stored in:

- The hub
- The gym
- The school halls
- Staff room
- The school kitchen

A general first aid kit and record book will be located behind the main door in every classroom.

## 6. Record-keeping and reporting

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### 6.1 First aid and accident record book

- Minor injuries at break times and lunchtimes are to be entered into the accident books at the first aid station. During class time minor issues must be recorded within the books in each classroom.
- For more serious injuries a member of SLT must be informed and a telephone call made to the parent/carer an accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. The main first aid book will be located in the hub and will include a carbon copy to be issued to the parent via the pupil or teacher. If the injury requires further medical attention then the Partnership Learning Accident form must be completed.
- 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 by the appointed person
- 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 appointed person 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 appointed person will report these to the Partnership Learning Trust who will then notify 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:
  - o Fractures, other than to fingers, thumbs and toes
  - o Amputations
  - o Any injury likely to lead to permanent loss of sight or reduction in sight
  - o Any crush injury to the head or torso causing damage to the brain or internal organs
  - o Serious burns (including scalding)
  - o Any scalping requiring hospital treatment
  - o Any loss of consciousness caused by head injury or asphyxia
  - o 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:
  - o The collapse or failure of load-bearing parts of lifts and lifting equipment
  - o The accidental release of a biological agent likely to cause severe human illness
  - o The accidental release or escape of any substance that may cause a serious injury or damage to health
  - o An electrical short circuit or overload causing a fire or explosion

### 6.3 Notifying parents

The receptionist and/or teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given if above the neck or if marking or bruising has occurred, on the same day, or as soon as reasonably practicable.

### 6.4 Reporting to Ofsted and child protection agencies

The appointed person 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.

## 7. Training

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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

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This policy will be reviewed by the headteacher every year. At every review, the policy will be approved by the governing body.

## 9. Links with other policies

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This first aid policy is linked to the

- Health and safety policy
- Asthma Policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

## Appendix 1: list of [appointed person(s) for first aid and/or trained first aiders]

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Staff Member's Name	Role	Course	Date Issued	Expiry Date
Kimberley Finn	Senior Administrator (Appointed First Aider)	Paediatric First Aid	08/07/2021	08/07/2024
Martine Allen	Nursery Nurse	Paediatric First Aid	08/07/2021	08/07/2024
Lily-Jo Sullivan	Administrator	First Aid for Schools	09/05/2022	09/05/2025
Saimah Sarwar	Administrator	First Aid for Schools	09/05/2022	09/05/2025
Kat Wood	Playleader	First Aid for Schools	09/05/2022	09/05/2025
Karen Nutter	Playleader	First Aid for Schools	09/05/2022	09/05/2025
Maria Chapman	Playleader	First Aid for Schools	09/05/2022	09/05/2025
Lesley Sullivan	Playleader	First Aid for Schools	09/05/2022	09/05/2025
Shirley Walsh	Teaching Assistant	Paediatric First Aid	09/05/2022	09/05/2025
Lisa Rafferty	Playleader	Paediatric First Aid	15/03/2023	15/03/2026
Jay Dance	Teaching Assistant	Paediatric First Aid	15/03/2023	15/03/2026
Mia Stone	Nursery Nurse	Paediatric First Aid	15/03/2023	15/03/2026
Amanda Mulqueen	Nursery Nurse	Paediatric First Aid	15/03/2023	15/03/2026
Sean Mulqueen	Caretaker	Paediatric First Aid	15/03/2023	15/03/2026
Donna Beresford	Teaching Assistant	Paediatric First Aid	15/03/2023	15/03/2026
Irena Druro	Teaching Assistant	Paediatric First Aid	15/03/2023	15/03/2026
Nicky Bowness	Teaching Assistant	Paediatric First Aid	15/03/2023	15/03/2026



Rita Campbell	Teaching Assistant	Paediatric Aid	First	15/03/2023	15/03/2026
Angela Chinnick	Nursery Nurse	Paediatric Aid	First	15/03/2023	15/03/2026
Sarah McKenzie	Nursery Nurse	Paediatric Aid	First	15/03/2023	15/03/2026

## Appendix 2: Accident report form

Please refer to the notes on the back of this form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			

Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.

Name of person attending the incident

Signature

Date

First Aid/Hub actions

Was first aid administered in hub? Did the child get referred to walk-in centre or hospital?

Follow up action required?

If child went to walk-in centre/hospital what was the outcome? Was the child in the next day? Do we need to take any action to avoid further re-occurrence of the accident?

Headteacher Signature & Date	
SENCO/Inclusion Manager signature & Date	

This form is to be completed for all serious injuries where first aid was required. It is then to be passed to the appointed person for filing in the child's record.

Playground First Aid - Minor injuries such as cuts and grazes to arms & legs, that occur during break times and lunch times should be recorded in the first aid book. Another other injuries should be brought to the attention of the appointed person and this form to be completed. Head injury i.e. from the neck up the parent is to be phoned, Teacher made aware and a head injury wristband issued.

For serious injuries where the child requires treatment such as fractures, breaks or serious head injuries, please complete the Partnership Learning accident form and send over to [accidents@partnershiplearning.com](mailto:accidents@partnershiplearning.com) (See Hub for form)

## Appendix 3: 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)
First Aid including Anaphylaxis	C Grain, J Dance, J Nelson, D Beresford, M Allen, D Collins, L Jones, R Campbell	09/03/2018	March 2021
Paediatric first aid	M Allen K Finn M Dance G Bird C Stevens	Various	

Anaphylaxis & Asthma			
First Aid	M Stone, C Grain, D Collins, E Gjeci, D Beresford, J Kelly, J Dance, I Duro, N Bowness, R Campbell, J Nelson, L Plaskett, J Burroughs, L Rose, L Rafferty, M Chapman, S Thompson, C Rawlinson, L Jones, M Mulqueen.	Feb 2021	
First Aid	L Sullivan, S Sarwar, E Sonubi, M Stone, J Dance, N Bowness, S Walsh, G Jolly, R Peake, C Rawlinson, L Hearn, K Nutter	09/05/22	May 2025
Paediatric First Aid	S Walsh	09/05/23	May 2025
Paediatric First Aid	L Rafferty, J Dance, M Stone, A Mulqueen, S Mulqueen, D Beresford, I Duro, N Bowness, R Campbell, A Chinnick, S McKenzie	15/03/23	March 2026