

<b>Title</b>	<b>First Aid Policy</b>
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# First Aid Policy

## Purpose

To outline the procedures followed in the event of First Aid being required.

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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

This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

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

The school's appointed first aiders are:

- ✓ Adele O'Toole (Office Manager)
- ✓ Grace Danes (Office Administrator)
- ✓ Clare Douglas (HR Officer)
- ✓ Rob Kilcoyne (CL MFL)

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
- 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 appendix 2)
- 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 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 Principal and staff members.

### **3.3 The Principal**

The Principal 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)

### **3.4 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 is not called
- Informing the Principal 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
- If the accident has happened outside of the school building a learner will be sent to get first aid help
- If the staff member deems that a child can walk to the Main Office, another child will escort the injured party there
- 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 learner is too unwell to remain in school, parents will be contacted and asked to collect their child by the reception team. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Office Manager, or other delegated administrator, 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
- The completed accident form will be sent home on the day of the accident or as soon as is reasonably practical after an incident resulting in an injury
- If the child has received a head injury the parents must be informed straight away by the Office Manager or Office Administrator. Relevant teachers, who will be teaching the child for the rest of the day, will also be informed by the school office via email in case of a delayed reaction to the injury

### **4.2 Off-site procedures**

When taking learners 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 relevant individual 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:

- Reception (at the desk)
- The school hall
- All science labs
- The school kitchens
- School vehicles

## **6. Administration of medicine**

Staff are not generally authorised to administer medicines. Parents wishing their child to receive, for example antibiotics, should aim to give these before or after session hours. Where this is not possible administration will only be undertaken by a qualified first aider. Any such administrations will be noted in the Medicine Book in the First Aid Cupboard. Recording the following details: name of child, name of staff member, date, time, medicine, dosage, and expiry date as shown on container, parent signature or written permission authorisation.

In the case of, for example, asthma, a child may need to use their inhaler under the supervision of a member of staff. Any such administrations will be noted in the Medicine book. A letter of consent from parents must be given before any such assistance can be given. Any such medications brought into school will be kept by the staff clearly labelled and out of reach of the children.

## **7. Record-keeping and reporting**

### **7.1 First aid and accident record book**

- An accident form will be completed by the office staff on the same day 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
- A copy of the accident report form will also be added to the learner's educational record by the office administrator

- 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.

## 7.2 Reporting to the HSE

The Office 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 Office 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>

## 7.3 Notifying parents

The Office Manager will inform parents of any accident or injury sustained by a learner, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## 7.4 Reporting to Ofsted and child protection agencies

The Principal 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 Principal will also notify the Local Authority (as relevant) of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 8. 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.

### **9. Allergies and Health Matters**

Staff will be informed of all relevant health issues regarding the children in their care and necessary precautions and trigger situations, these details are also requested on registration forms. Strict confidentiality will be maintained. Where appropriate, staff may meet with parents or health professionals prior to a child beginning at the school.

### **10. Monitoring arrangements**

This policy will be reviewed by the Principal every 2 years.

At every review, the policy will be approved by the F&R Committee.

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

For further information consult NHS direct.

**Appendix 1: List of trained First Aiders**

<b>Staff member's name</b>	<b>Role</b>	<b>Staff member's name</b>	<b>Role</b>	<b>Staff member's name</b>	<b>Role</b>
Clare Douglas	HR Officer	Corinna Kerrou	Teaching Asst.	Rebecca Metcalfe	Teaching
Adele O'Toole	Office Manager	Michelle Garratt	Teacher	Rebecca Slater	Teaching Asst.
Claire King	MDS	Adam Cowdell	Teacher	Jerri Johnson	Teaching Asst.
Alana Odell	MDS	Joel Cooper	Teacher	Laura Harrack	Teaching Asst.
Leanne Frost	Teacher	Joshua Knight	Teacher	Dominique Pemberton	Teaching Asst.
Rob Kilcoyne	Teacher	Sophie Reynolds	Teacher	David Winchcombe	Site Asst.
Hannah Place	Teacher	Sarah Donlevy	Acorns Asst.	Sam MacDonnell	Teacher
Natalie Green	Teacher	Kirsty Edge	Acorns Asst.	Lydia Wild	Personal Coach
Caroline Banks	Teaching Asst.	Alex Carter	Teacher	Stacey Baker	Cook
Rebecca Clarke	Cover Sup.	Sophie Brook	Teacher	Helen Fisher	Cook
Stacey Baker	Cook	Hannah Rawden	Teacher	Sandra Taki	Catering Man.
Wendy Warringder	Acorns Man.	Hannah Beecher	Teacher	Grace Danes	Office Admin

**Appendix 2: accident report form**

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
<b>Follow-up action required</b>			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	