

Title	First Aid Policy
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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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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

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.

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)
- ✓ 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&3)
- 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 3) 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

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 First Aider, 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.

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
- Science prep room
- The school kitchens
- Pavilion
- School vehicles

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 on a completed form (see appendix 4) or in the case of a controlled drug, the relevant medicine log book. 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. The Principal signs to agree medications on the form before these are administered.

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 on the completed form. Should a learner carry and administer their own inhaler a different form is required (see appendix 5) Any such medications brought into school will be kept by the staff clearly labelled and out of reach of the children.

Record-keeping and reporting

7.1 First aid and accident record book

- An accident form will be completed by the office staff or relevant first aider 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 be held in the first aid folder
- 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 significant accident or injury sustained by a learner, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This includes bumps to the head.

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.

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 1).

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.

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.

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

Name	Qualification	Trainer
Stephen Robinson	Outdoor First Aid	ITC First
Alana Odell	Paediatric First Aid	St Johns
Leanne Frost	Emergency First Aid at Work Level 2 Outdoor First Aid Emergency Action Course	Strong Roots Training First Aid Academy
Rob Kilcoyne	Paediatric Infant & Child First Aid Level 3	Nightingale First Aid Training
Rebecca Clarke	Paediatric First Aid	Daisy First Aid
Hannah Webb	Paediatric First Aid	St Johns
Carla Grady	First Aid at Work	FS (First Aid) Training Ltd
Wendy Warringder	Paediatric First Aid	St Johns
Nicola Wolfe	Level 3 Emergency First Aid at Work	
Corinna Kerrou	Basic Paediatric First Aid	First Response
Michelle Garrett	Basic Paediatric First Aid	First Response
Joel Cooper	Basic Paediatric First Aid	First Response
Adam Cowdell	Basic Paediatric First Aid	First Response
Joshua Knight	Basic Paediatric First Aid	First Response
Sarah Donlevy	Basic Paediatric First Aid	First Response
Kirsty Edge	Basic Paediatric First Aid	First Response
Alex Carter Maternity Leave	Basic Paediatric First Aid	First Response
Sophie Brook	Basic Paediatric First Aid	First Response
Hannah Rawden	Basic Paediatric First Aid	First Response
Bhavini Spencer	Basic Paediatric First Aid	First Response
Hannah Beecher Maternity Leave	Basic Paediatric First Aid	First Response
Rebecca Slater	Basic Paediatric	First

	First Aid	Response
Jerri Johnson	Basic Paediatric First Aid	First Response
Laura Harrack	Basic Paediatric First Aid	First Response
Natalie Green	Basic Paediatric First Aid	First Response
Dominique Pemberton	Basic Paediatric First Aid	First Response
David Winchcombe	Basic Paediatric First Aid	First Response
Samantha Macdonnell	Basic Paediatric First Aid	First Response
Lydia Wild	Basic Paediatric First Aid	First Response
Megan Percival	Basic Paediatric First Aid	First Response
Helen Fisher	Basic Paediatric First Aid	First Response
Grace Danes	Basic Paediatric First Aid	First Response
Adele O'Toole	First Aid at Work	St Johns Ambulance
Elaine Ewart	First Aid For Teachers	Red Cross
Sally Barley	First Aid For Teachers	Red Cross
Gina Warren	First Aid for Teachers	Red Cross
Alex Bennett	First Aid for Teachers	Red Cross
Olga Mancas	First Aid for Teachers	Red Cross
Mehvs Vakani	First Aid for Teachers	Red Cross
Rebecca Davidson	First Aid for Teachers	Red Cross
Becky Siviyer	First Aid for Teachers	Red Cross
Victoria Waite	First Aid for Teachers	Red Cross
Lucy Jones	First Aid for Teachers	Red Cross
Ingrid Bellion	First Aid for Teachers	Red Cross
Lewis Foster	First Aid for Teachers	Red Cross
Megan Jones	First Aid for Teachers	Red Cross



ACCIDENT/INJURY FORM

Name:	Date:	AM	BREAK	LUNCH	PM
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INJURY	INCIDENT	ACTION TAKEN
<i>BUMP</i>	<i>FALL</i>	<i>ICE PACK</i>
<i>GRAZE</i>	<i>IMPLEMENT</i>	<i>WIPED (Parents/Carers to clean)</i>
<i>CUT</i>	<i>WITH ANOTHER CHILD</i>	<i>PLASTER</i>
<i>OTHER</i>	<i>OTHER</i>	<i>OTHER</i>
ANY FURTHER COMMENTS:		LOCATION:
		<i>Phonecall Home?</i>
		STAFF SIGNATURE
		STAFF ROLE

Appendix 3: Accident Report Form (Staff & Serious Injuries)

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<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>			
Follow-up action required			
<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>			
Name of person attending the incident			
Signature		Date	

Appendix 4:Administration of Medication Form

Parental Agreement Form for Administration of Medicines

Wootton Park School will not give your child medicine unless you complete and sign this form.

All medicines must be in the original container as dispensed.

Learner's Name	
Class	
Date medicine provided by parent/carer	
Prescribed or Over The Counter	
Name and strength of medicine	
Expiry date	
Reason for Medication to be given	
Dose to be given	
When to be given	
Possible side effects	
Any other instructions	
Daytime phone number of parent	
Name of GP	

The above information is to the best of my knowledge accurate at the time of writing and I give consent to the staff to administer this medicine in accordance with the school policy.

Parent's signature	
Print name	
Date	

If more than one medicine is to be given a separate form should be completed for each one.

Signed:..... (Principal)

Record of Medicine Administered

****ALL MEDICINES CAN ONLY BE GIVEN IN THE PRESENCE OF A WITNESS***

Date					
Time given					
Dose given					
Staff Administrator of Medicine Print & signature					
Witness to administrator Print & signature					

Date					
Time given					
Dose given					
Staff Administrator of Medicine Print & signature					
Witness to administrator Print & signature					

Date					
Time given					
Dose given					
Staff Administrator of Medicine Print & signature					
Witness to administrator Print & signature					

LONG TERM MEDICAL NEEDS CONSENT FORM

Request for child to carry his/her own medicine

This form must be completed by a parent/carer

Learner's name:

Form Group:

Medical condition:

Name of medicine:

Administration instructions

Name:

Relationship to Learner:

Daytime telephone number/s

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed:

Date: